ePermitting
User Guide

Energy and Environment Cabinet
Department For Natural Resources
Division of Mine Permits
Updated: November 2015

Introduction

The Division of Mine Permits has been doing electronic permitting (ePermitting) since 1997 when the division received their first electronic permit submission. The building blocks for how ePermitting evolved are based upon decisions made during that implementation back in the mid 1990s. In 2010, the Division revamped their applications. At that time, it was decided to look at alternative methods of receiving permitting information electronically.

A team, with members from industry and the division, was formed to design the system. This user guide will illustrate how to utilize the new system and its features.

Why Change to New Method

When the original ePermitting system was developed, management decided it must stay in the Microsoft Word format that the current application was in. So, we were forced to develop within the confines and limitations of Word. Some of the more burdensome restrictions are:

- Attachment file names can not have spaces
- Attachment file names must start with a letter
- Attachment file names could only be 40 characters long
- Word uses the file association on the local computer.

    o Slows down attachment build performance
    o The division must have the same programs that are on the machine building the application.

- Changing attachment(s) meant rebuilding the attachment file instead of just substituting the changed attachment(s).
- Difficult to print an application.
- Difficult to compare submissions.

The new system for ePermitting resolves all these issues. plus add some additional functionality to help in preparation of the application submittal.

Installation/Upgrade

This method of ePermitting will work with 32-bit versions of Access 2003, Access 2007, Access2010, or 2013 running on Windows XP, Windows 7, Windows 8 or Windows 10 computers. There is also an installation method for those without Access. There are two methods of installing ePermitting.

1. Installation for those who have a version of 32-bit Microsoft Access (2003, 2007, 2010 or 2013).
2. Installation for those who do not have Microsoft Access.

Regardless of which installation method you choose, Microsoft Word is required if you intend to print sections or the entire permit.

Minimum System Requirements

- Screen Resolution 1024 x 768
- 3GB RAM (more RAM is better as larger attachments are added)
- 2GHz Processor
- Microsoft Word to Print/View documents (Although you have the option of saving and then printing to the Microsoft Word forms, you can also view, save and print using the Microsoft Access reports available in the full installation of Microsoft Access and the Runtime version.

Click on the following link to download the MPA03 application and User Guide. Note: If you do not have Microsoft Access installed on your computer you must first install the Access Runtime program. Refer to the directions that follow for steps to install the application.
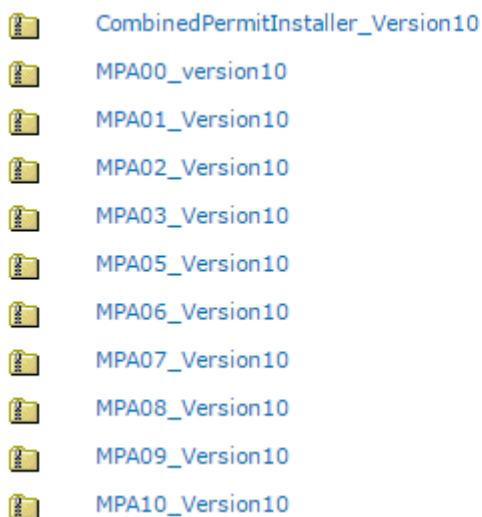
http://minepermits.ky.gov/Pages/ePermitting.aspx

Download	Description	Modified
Access Runtime 2010 (32 bit)	This program allows users who do not have Microsoft Access on their computer to run the MPA0 Access applications. 64-bit Office users need to download/install Access Runtime 2010 32 bit version While users using Office 2003 will be able to do everything Office 2010/2013 users do, the reports and views are better using the Runtime	August 2013
Application Codes	Application Codes	6/23/2011
ePermitting_PowerPoint	ePermitting PowerPoint Presentation	November 2015

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ePermitting User Guide	User Guide on e-Permitting (All MPA's)	November 2015
MPA03 (v10)	Access Application for computers running Microsoft Access Runtime, Access 2003, 2007, 2010, & 2013. **Version 5.0** **DMP will be using whole numbers as for future releases to make it easier for reviewers to make sure users are using the latest version**	November 2015
All Other MPA's (v10)	MPA00, MPA01, MPA02, MPA05, MPA06, MPA07, MPA08, MPA09, MPA10	November 2015
Combined Install (ALL MPA's including MPA03)	While you are able to download each program individually, there is also a single download (MPA Combined Permit Installer) which contains all the MPA's as well as the most recent User Guide.	November 2015
Water_Location_Codes	Required (County, Basin, QUAD and Station Type) codes used when creating XML Baseline Water Data	11/8/2012

http://minepermits.ky.gov/Pages/Electronic_Forms.aspx

There is a combined permit installer which will include all the Mine Permit Applications as well as individual installs. Regardless of what installation you choose the method is the same.

- CombinedPermitInstaller_Version10
- MPA00_version10
- MPA01_Version10
- MPA02_Version10
- MPA03_Version10
- MPA05_Version10
- MPA06_Version10
- MPA07_Version10
- MPA08_Version10
- MPA09_Version10
- MPA10_Version10

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Microsoft Access Runtime (for users who do not have the full version of Microsoft Access)

If your computer does not have Microsoft Access installed you will need to first install the Access Runtime program, which allows users who do not have a Microsoft Access on their computer to run the Mine Permit Applications (MPA's).

The following steps will install the Access Runtime program for those users that do not have Access on their computer. This installation only needs to be done once. Click on the Access Runtime link to download the Access Runtime program and save on your desktop. In addition, click on the MPA's to download the application to your desktop. However, you must first install the Access Runtime program **BEFORE** installing the MPA03 application.

Installing Access Runtime Program

http://www.microsoft.com/en-us/download/details.aspx?id=10910

Once the Access Runtime program has finished downloading, locate it on your desktop and double-click on the icon. Click "Extract all files." A window will display asking where you want to extract the Runtime program. It will default to the location in which you saved the program. Accept the default by clicking the "Extract" button. If you do not have the "Extract all files" option on your computer you will need to use an unzip utility such as WinZip to extract (unzip) the files.
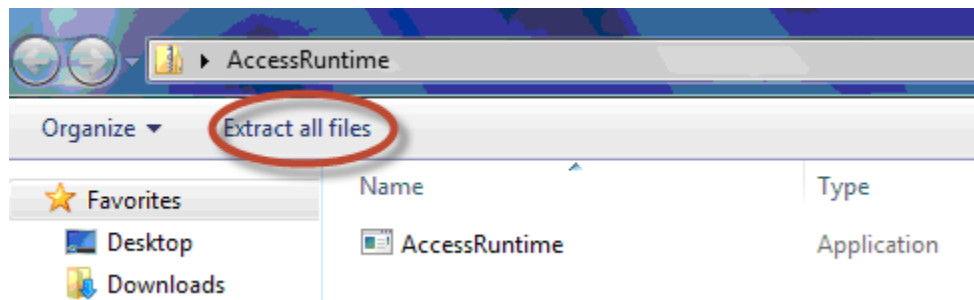
Locate the Access Runtime folder on your desktop and double-click on the program to start the installation. Once you check the box indicating you agree with Microsoft's Licensing of the program, the Access Runtime program will be installed on your computer.

Installing the MPA03 on a Computer with Microsoft Access Installed

Download the MPA03 Application from the Mine Permits e-Permitting webpage. This MPA03 program will work with 32-bit versions of Access 2003, Access 2007, Access 2010 or Access2013 running on either Windows XP/Windows 7, 8 or Windows 10 computers. Extract (unzip) the MPA Combined Permit Installer application using Windows Explorer or an unzip utility such as WinZip.

Once you extract the program to your desktop you will find a MPA Combined folder containing two files. Double click on the "Setup" file to start the installation of the MPA03.

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Name	Type	Compressed size
CombinedPermitInstaller.msi	Windows Installer Package	46,686 KB
setup.exe	Application	193 KB

If you receive the error message below, you must remove the program through the Control Panel before running another install and/or performing an update.

Windows Installer

Another version of this product is already installed. Installation of this version cannot continue. To configure or remove the existing version of this product, use Add/Remove Programs on the Control Panel.

OK
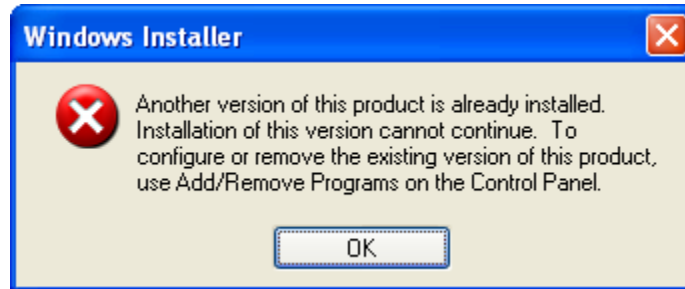
If you do not have a previous version of the MPA Combined Permit Installer on your computer the following installation window will display. Click Next to continue.

MPACombinedPermitInstaller

Welcome to the MPACombinedPermitInstaller Setup Wizard

The installer will guide you through the steps required to install MPACombinedPermitInstaller on your computer.

WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.

Cancel   < Back   Next >

The "Select installation Folder" window will display indicating where the MPA03 application will be installed. While you can change this location it is recommended that you do not. If for some reason you need to change it, be sure to save all the subfolders in the same location which are required when updating SMIS data in the application.

Accept the default location, C:\ KYDNR\MPA03\ by clicking "Next." Later, you can change the location of the actual database file (*.mdb).

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Confirm you want to install the MPA03 application on your computer. Click "Next" on the next screen to finish the installation
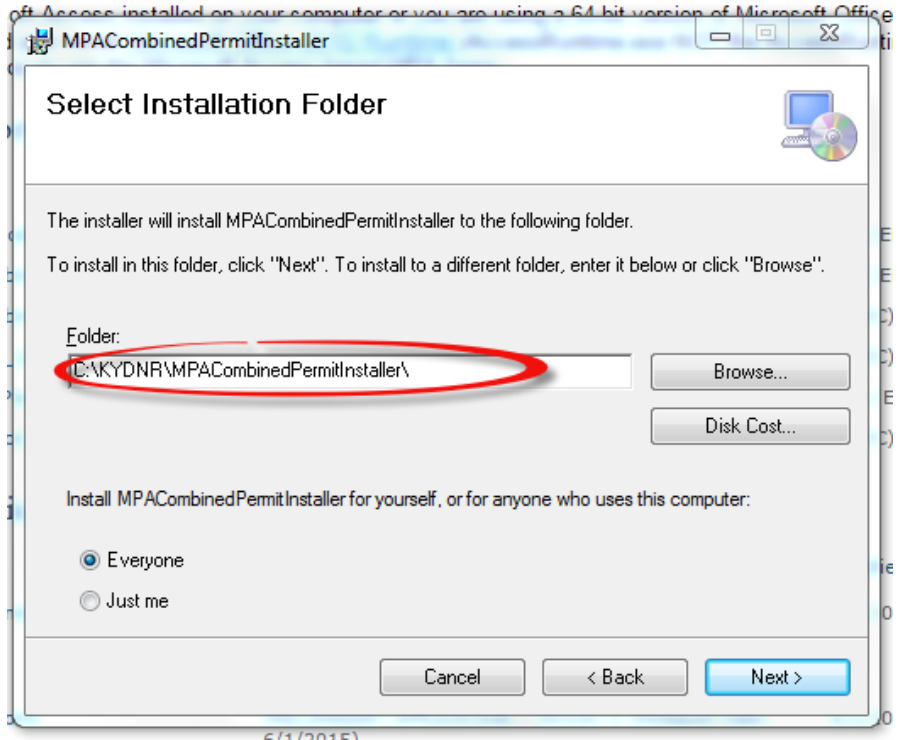
Once installation has completed a new folder will be created on your desktop
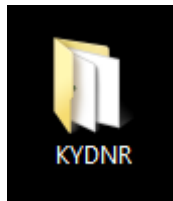
Inside this KYDNR folder there are shortcuts for all version of the Mine Permit Applications (MPA's)
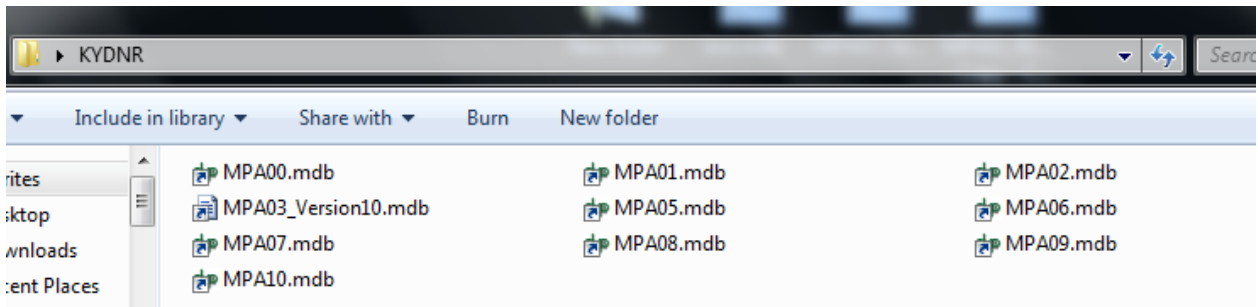
Important: The icons in this folder will always point to the particular database located in the folder, C:\KYDNR\MPACombinedPermitInstaller.. To open up the ePermitting copies you make in other locations you need to navigate to that directory and double click the mdb file.

The following screen shot is representative of the directory structure for the downloaded MPA Combined Permit Installer once it has been installed on your computer.

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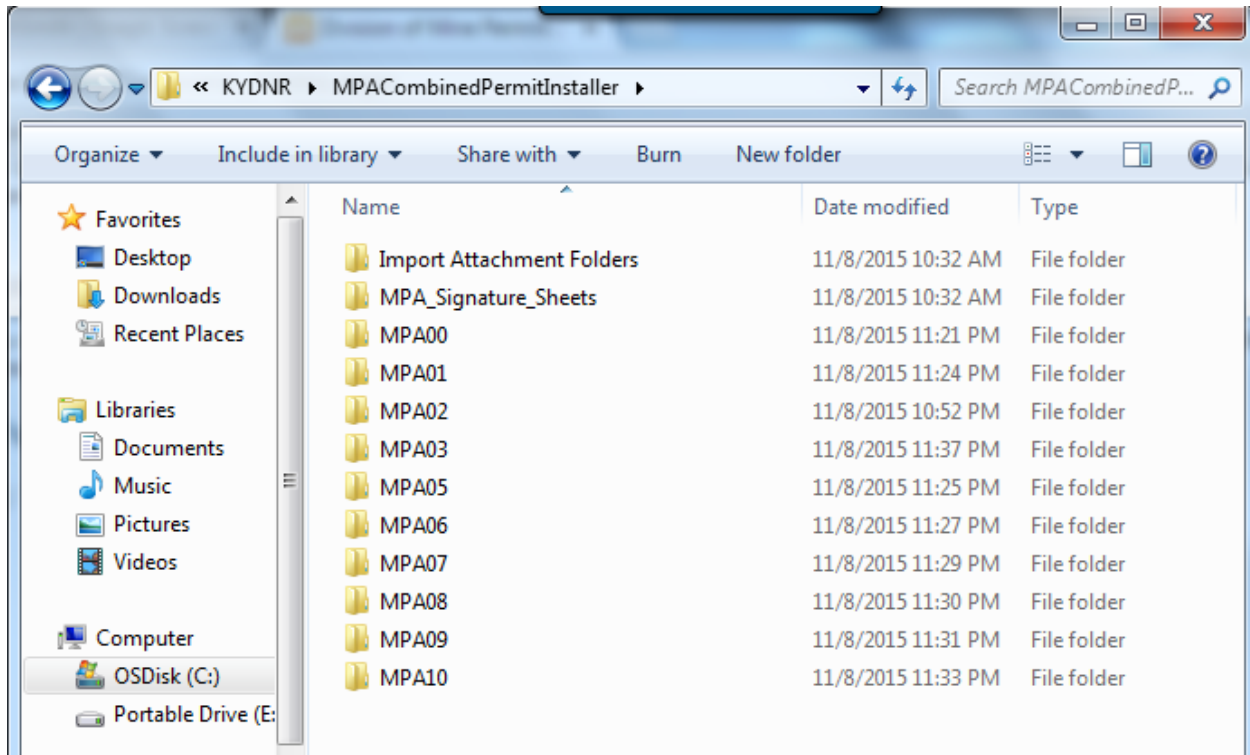
The MPA_Signature_Sheets include all the sign-off sheets of the Mine Permit Applications

The Import Attachment Folders contain the folder structure of the MPA03. Notice that the names must be identical to these names or the attach all functions will not work. For instance, in oder fro the Shape Files to import correctly the folder containing the shape files must be called SHAPE.

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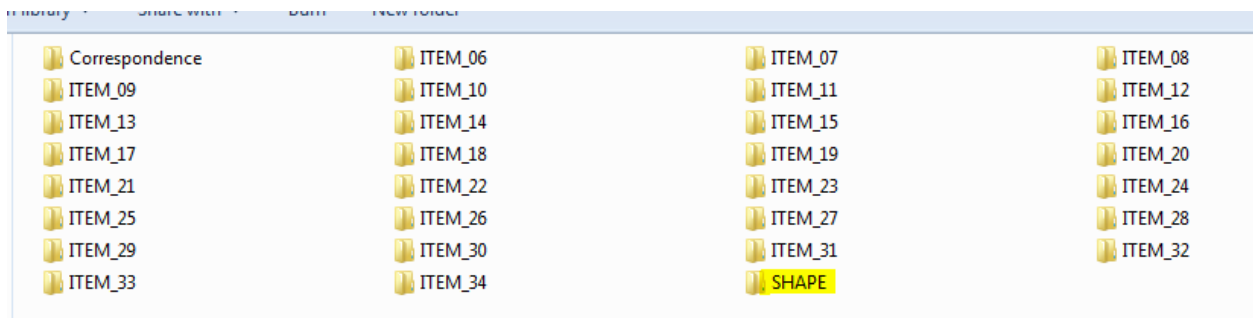
The MPA0x folder contain the file structure of each of the Mine Permit Applications. For instance, in the MPA03 folder
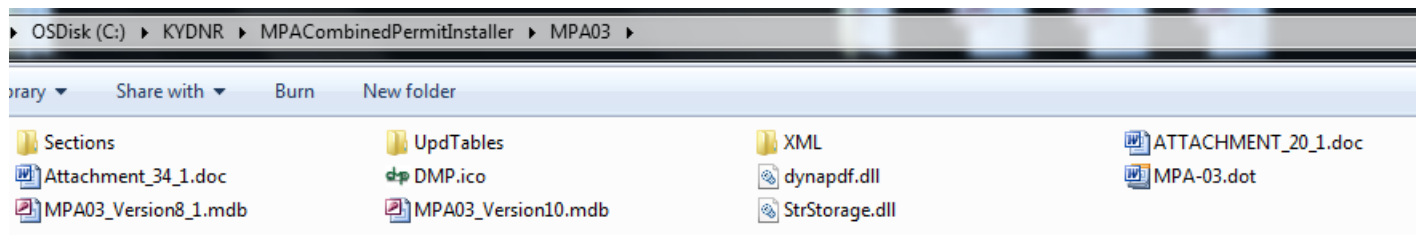
- **Sections** are the sections of the MPA03 used during the printing process.
- **UpdTables** - is required to update the FTP credentials for all of the Mine Permit Applications as well as the Engineer, Water Laboratory and Facilities data in the MPA03.
- **XML Samples** is the folder that has XML sample files. The use of XML templates will save you a lot of time if you intend to reuse water samples in future permits. This folder is only found in the MPA03

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Features/Functionality

Regardless of the method used to install the MPA03 the application will function the same way. There are three sets of buttons on the MPA03 application.

1. **Section Buttons** - As each item/section of the application is selected, by clicking on the item/section buttons on the left side of the screen, the attachments associated with that section will be displayed on the right hand side. The color scheme of these buttons will change depending on how much information is added. It serves as a quick way to

Black	Data has not been added
Blue	Information has been placed into the section.
Green	Section has all required information included.
Red	All subsections within the section have been flagged as not applicable (NA). Also, no attachments included in section.
Yellow	Required input field.

2. **Function Buttons** – Provides utilities to save, reset (erase), import, printing and analyzing potential issues with the application

3. **Attachment Buttons** – Used to insert and delete attachments to the MPA03

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Saving a Copy of the ePermit
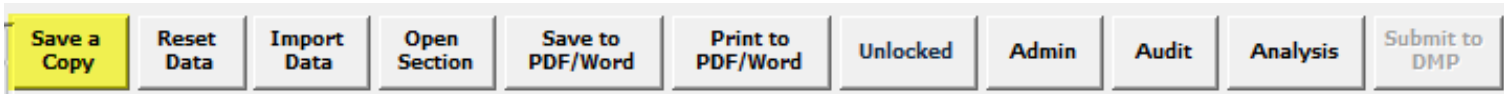
The "Save a Copy" button will save a copy of your current (active) database to another folder on your computer or to an external drive (Frash drive). The default location is My Documents but you can change the location.

Do not confuse this button with the SAVE AS function used with other Microsoft applications. While you did copy the database to another location you are still working on the original database (MPA03) as noted on the top left corner of the application.

You can continue working on the original MPA03 database, however don't forget to click Save a Copy again when you are done and copy over the one you saved. Alternatively, once you save a copy of the database, close the application and open (double-click) on the one you saved in My Documents.
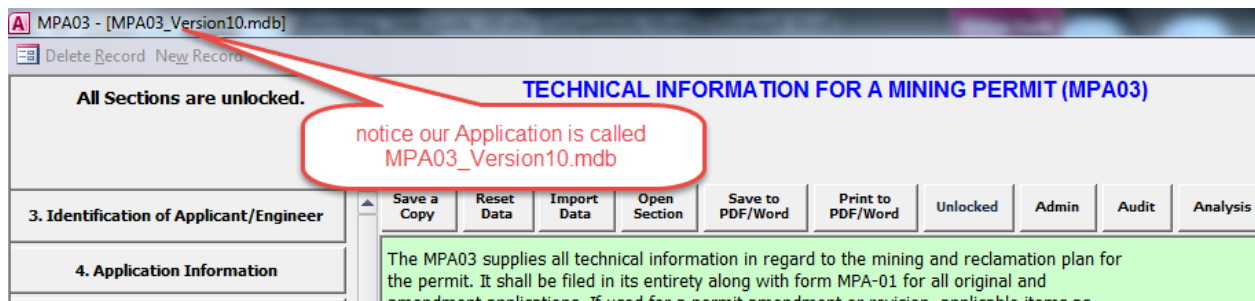
Once you click on the button, "Save a Copy" a Windows dialog box displays. The default location for the copy of the database is My Documents. You can save the copy anywhere, including a flash drive.

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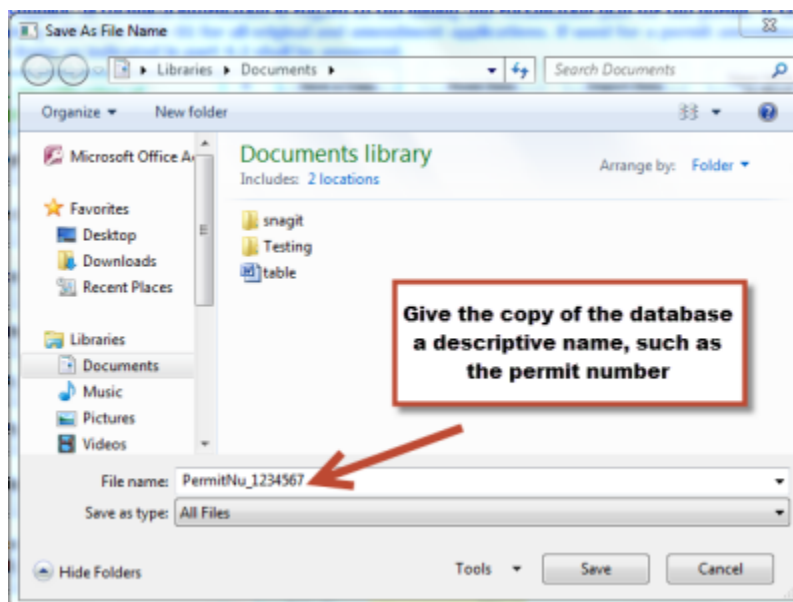
Once you name and save the copy the database, a popup displays indicating that a copy of the database was saved and the name / location in which it was saved.
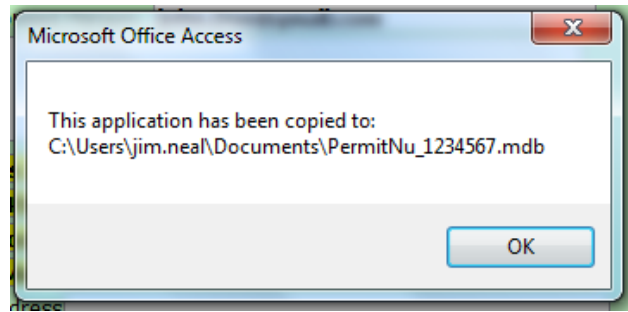
Notice in the graphic below, the name of our permit application did not change to the name we gave to the copy. The name of the current (active) database is still MPA03.
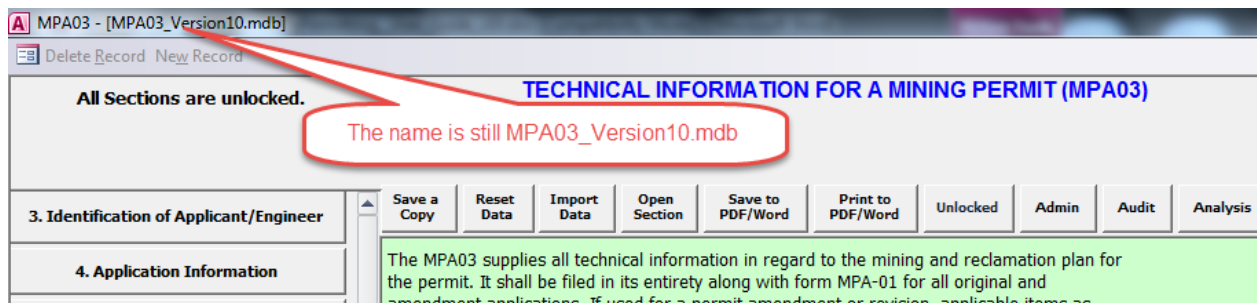
If you are only working on one permit application this will never become an issue. You can continue working on the original database (MPA03) and when you are done you can either save a copy or continue working from the original. However, if you are going to be completing multiple permit applications it is recommended that once you save the copy you close the MPA03 database, navigate to the location you saved the copy too and double-click on that database to open.

Notice I closed the current MPA03 database, navigated to My Documents and opened (double-clicked) on the copy I created and saved there. I know I am in this database because the name of the database is displayed on the top left of the application

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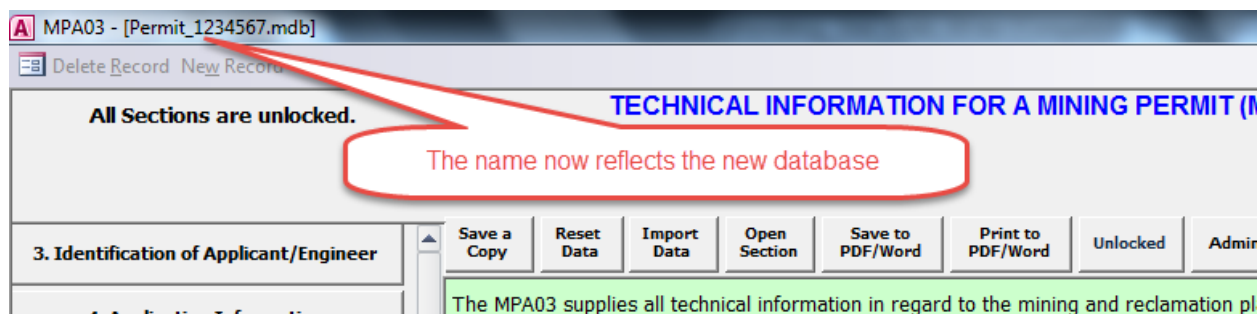
Resetting Data In the ePermit

Save a Copy	Reset Data	Import Data	Open Section	Save to PDF/Word	Print to PDF/Word	Unlocked	Admin	Audit	Analysis	Submit to DMP
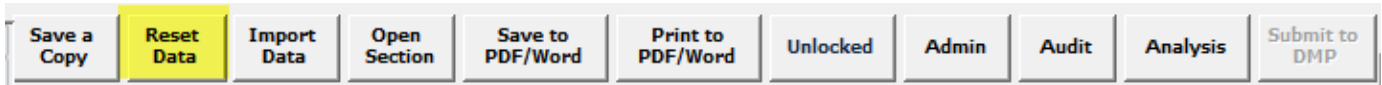
The "Reset Data" button will erase the entire database. For instance, if you need to complete more than one permit (MPA03) you would need to copy the existing database to My Documents (or other location) and then Reset the data (erase) in the current database for the next permit.

In the previous example we saved a copy of the MPA03 and named it "Permit_1234567" in My Documents. However, the MPA03 also has the same data since it is the database we started with. To prevent having two databases with the same data you should reset the data in the MPA03 (after saving a copy of it). Clicking the "Reset Data" button will erase all data from the database.
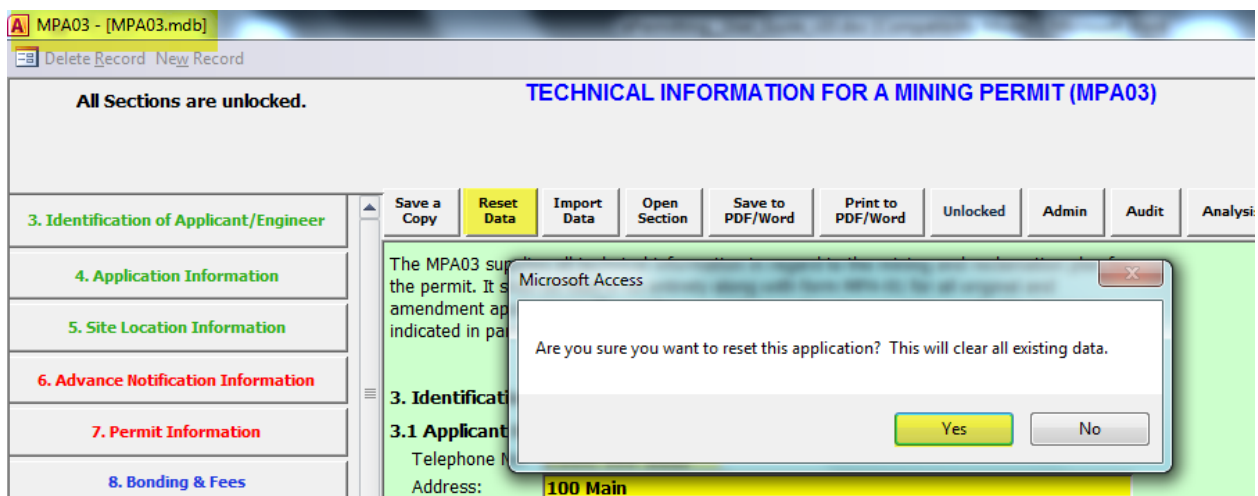
Once the data had been deleted you need to close the database and reopen
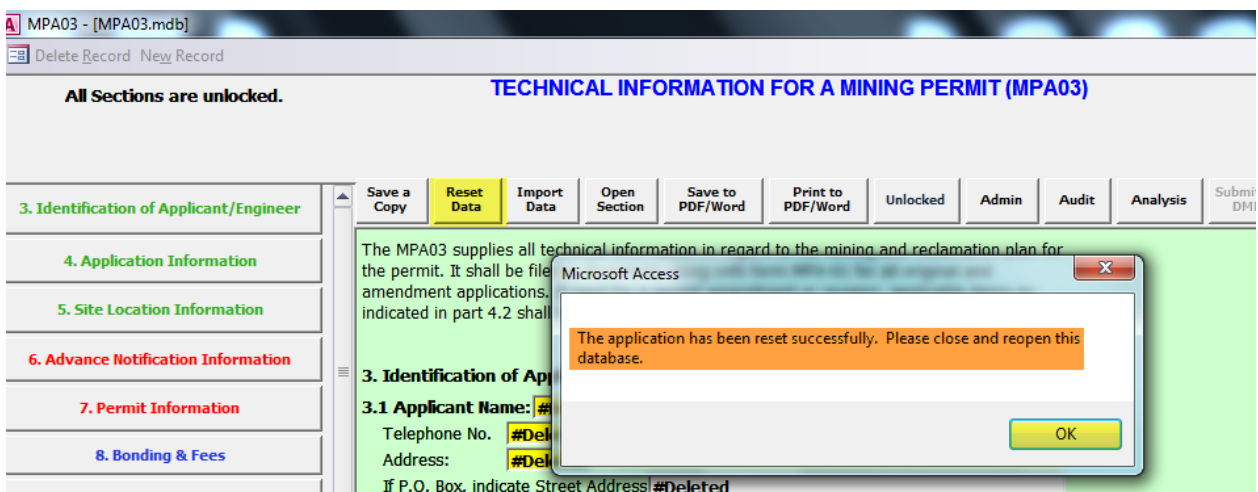
Importing Data Into the ePermit
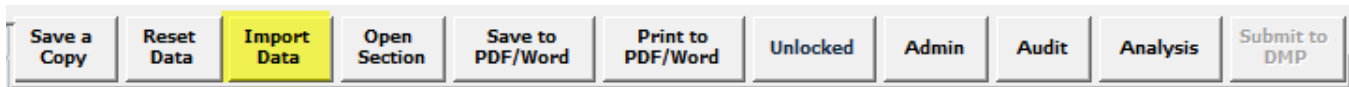
Data can be imported into an ePermit instead of re-entering the data manually. This method would be preferred to reduce data entry mistakes and reduce preparation time. Also, when a new version of the MPA03 Access application is released you will need to import your existing permits into the updated version.

Once you click on the "Import Data" button, a form will display where you need to indicate what version of the MPA03 you are importing.

Once you select a version, check the box and press the Import button the windows dialog button opens. The default location is My Documents. Navigate to the location in which you saved the copy of your database you intent to import. Either double-click the database or select it from the list and then click Open.

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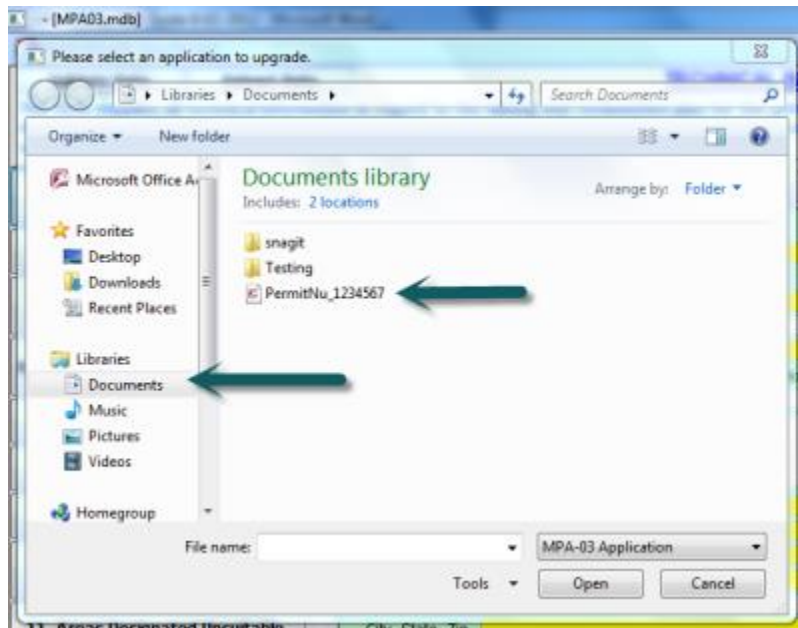
Choose the database you want to import and click "Open."
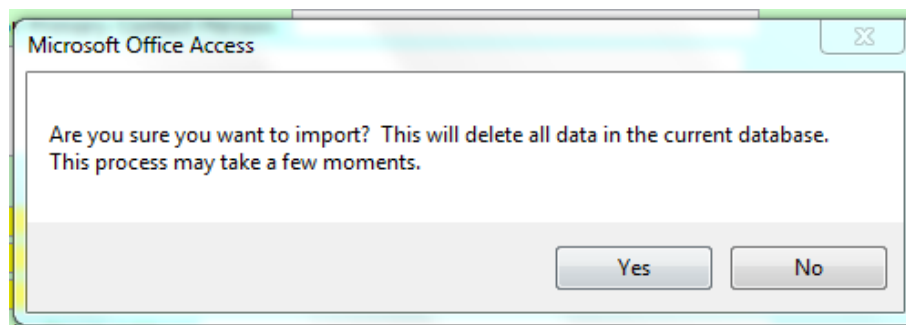
While the data is being imported, an hour-glass will display on your computer screen. Depending on the amount of data and the resources available in your computer this can take anywhere from 30 seconds to a few minutes. Be patient! Once the import has completed a message will display indicating that the import was successful. Close the database and reopen.
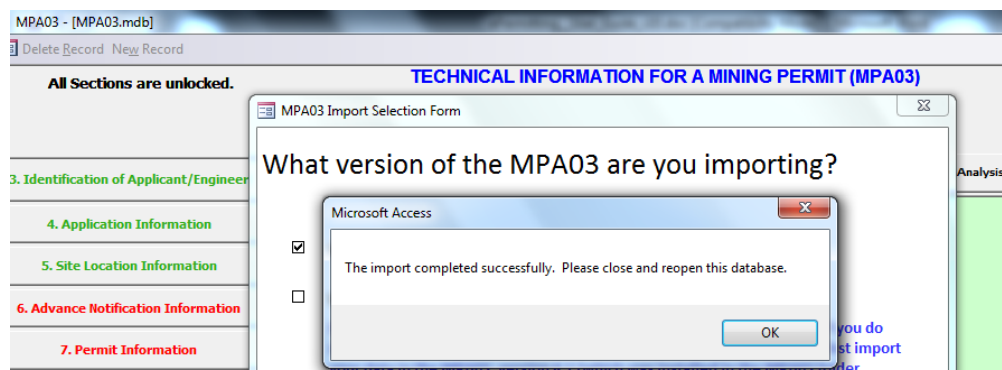
Open a Section of the ePermit in Microsoft Word

The Open Section button will display the active section

To print this section press the Control – P buttons on your keyboard

TECHNICAL INFORMATION FOR A MINING PERMIT

This form supplies all technical information in regard to the mining and reclamation plan for the permit. It shall be filed in its entirety along with form MPA-01 for all original and amendment applications. If used for a permit amendment or revision, applicable items as indicated in part 4.2 shall be answered.	PERMIT NUMBER 8610521 MI 1 DNR ID NUMBER 015537

3. Identification of Applicant/Engineer

3.1 Application Name: John Doe   Telephone No: (555) 555-5555
Mailing Address: 100 Main
If P.O. Box, indicate street address
City: Frankfort   State: KY   Zip: 40505-
Employer ID No. 43-12323   Coal Severance Tax No. 20407
E-Mail Address for Primary Contact Person   rjzik@tecoenergy.com

For applicants of new permits, has the above entity ever been previously granted a Surface Coal Mining and Reclamation Operations Permit in the state of Kentucky? ☑ Yes ☐ No ☐ NA

3.2 Engineer: APPALACHIAN COAL AND LAND SERVICES, PLLC   P.E. License No. 11733
Associated With: Teco Coal Corporation
Mailing Address: 120 N MAIN STREET
If P.O. Box, indicate street address   PO BOX 18
City: WINCHESTER   State: KY   Zip: 40392-
Telephone No. (859) 619-1693
E-Mail Address for Primary Contact Person   rjzik@tecoenergy.com   DNR ID: 1296

3.3 Indicate the name, address, and telephone number of the individual to whom all permit application

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Using Microsoft Word to Save a Copy of the ePermit in either Microsoft Word or Acrobat PDF

Save a Copy	Reset Data	Import Data	Open Section	Save to PDF/Word	Print to PDF/Word	Unlocked	Admin	Audit	Analysis	Submit to DMP
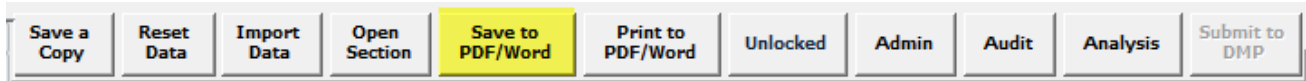
In order to save documents in Microsoft Word you must have Microsoft Word installed on your computer. Otherwise you will only be able to save the sections in PDF format.


Select the format you wish to save the section(s) – either Save as Access/PDF or Save as Microsoft Word.

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Saving as PDF gives you a few more print options. Selecting All will select all the sections.
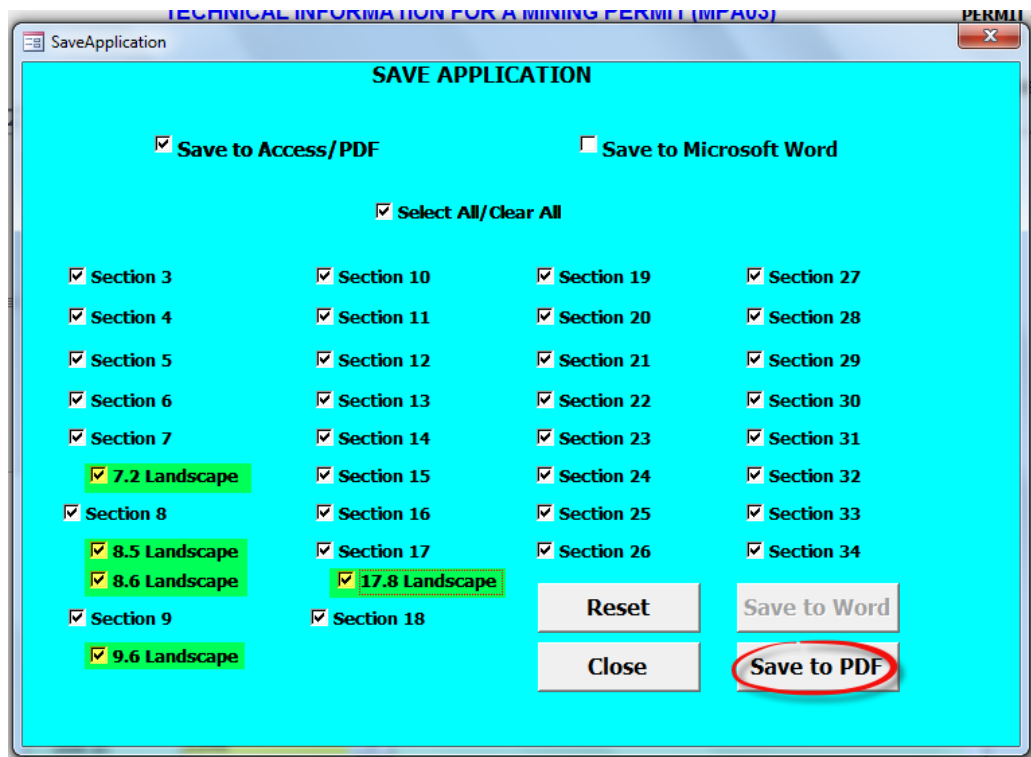
Once you click "Save to PDF" you will be prompted for a location where you want to save the sections. Important – create a folder on your computer/server specifically for these documents because files in this directory will be deleted prior to saving.

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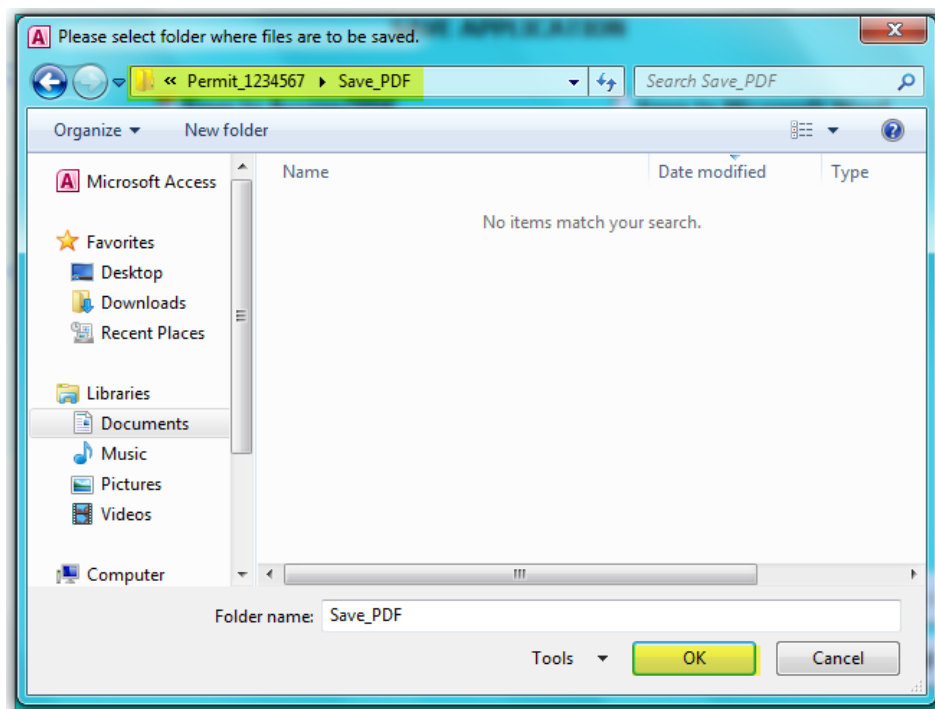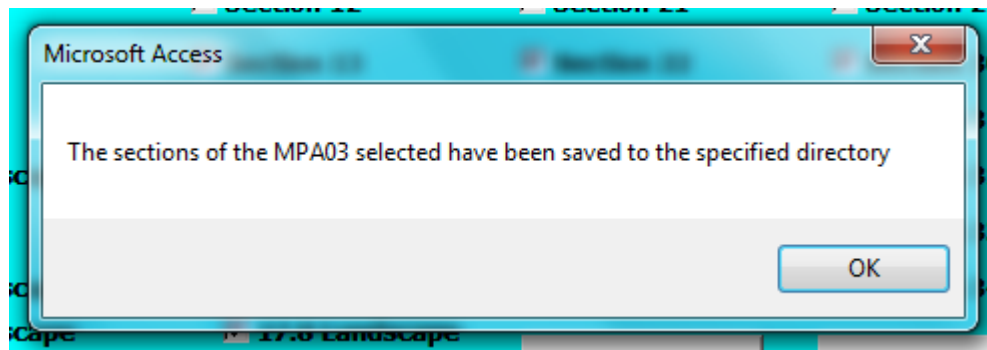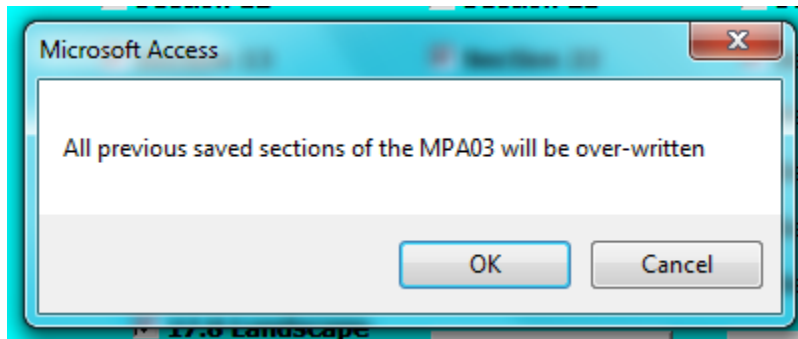
When you open the folder all the sections are saved individually

Revision Data: 11/2015
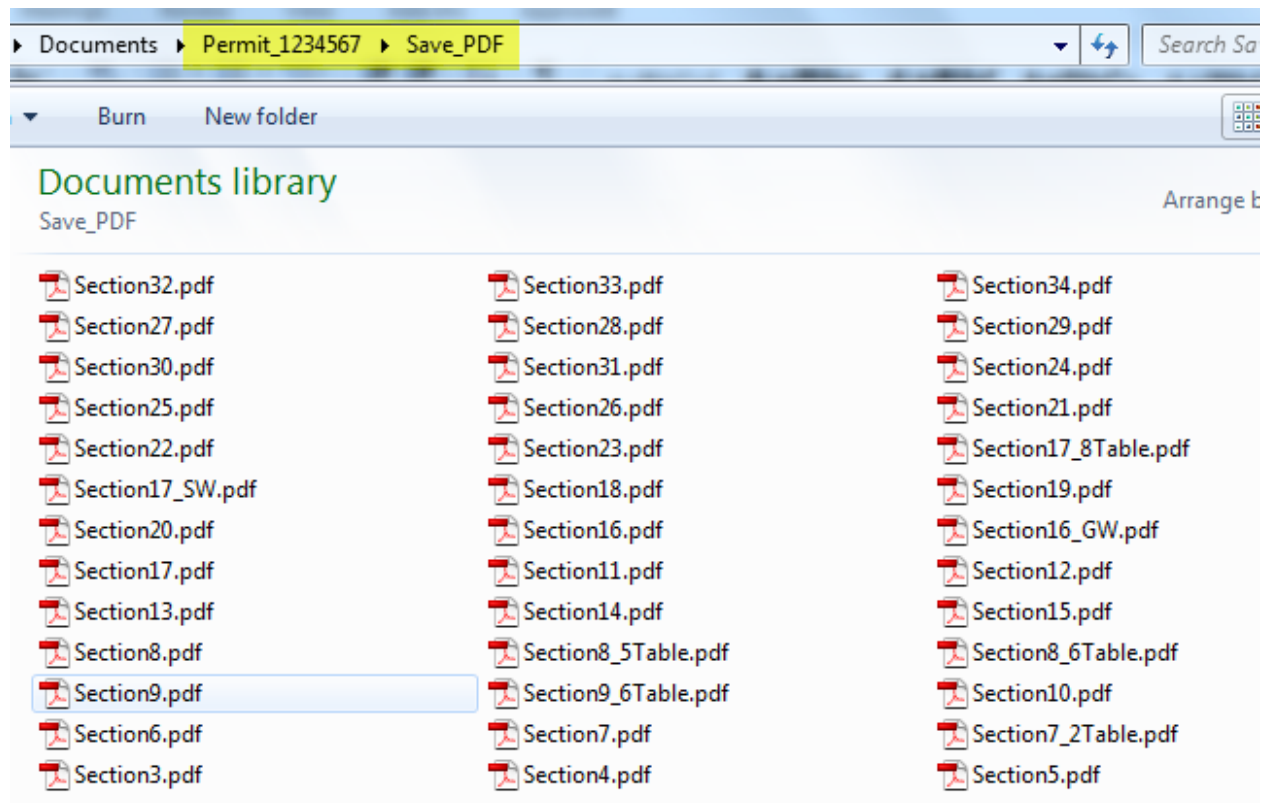
If you choose to save the sections in Microsoft Word you will notice that the Landscape options are not enabled.

You will be prompted for a location and it is recommended that you save the Word sections in a folder designated for this purpose since all documents (*.doc or *.docx) in the designated directory will be deleted prior to saving the sections in the selected directory.

Only the sections that are not N/A'd will be saved to the directory

Revision Data: 11/2015
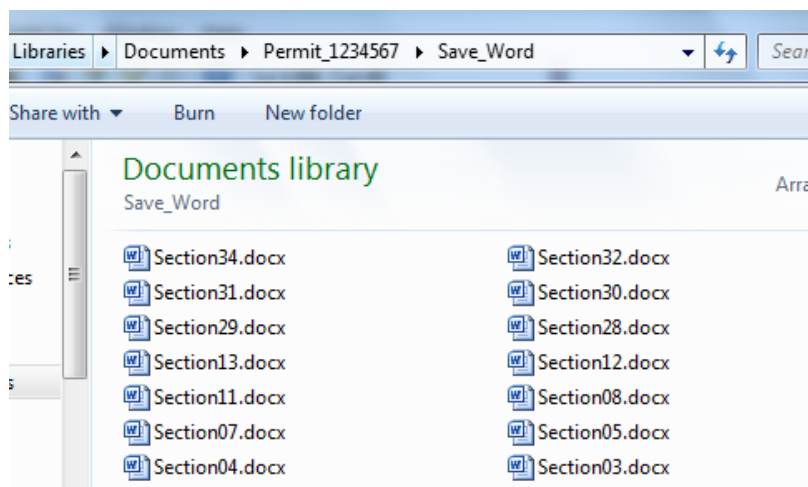
Using Microsoft Word or Access PDF to Print a Copy of the ePermit

Save a Copy	Reset Data	Import Data	Open Section	Save to PDF/Word	Print to PDF/Word	Unlocked	Admin	Audit	Analysis	Submit to DMP

The ePermit can be printed using either Access reports which will print the sections in PDF format or in Microsoft Word. If you print using Microsoft Word you must have a copy of Microsoft Word installed on your computer.
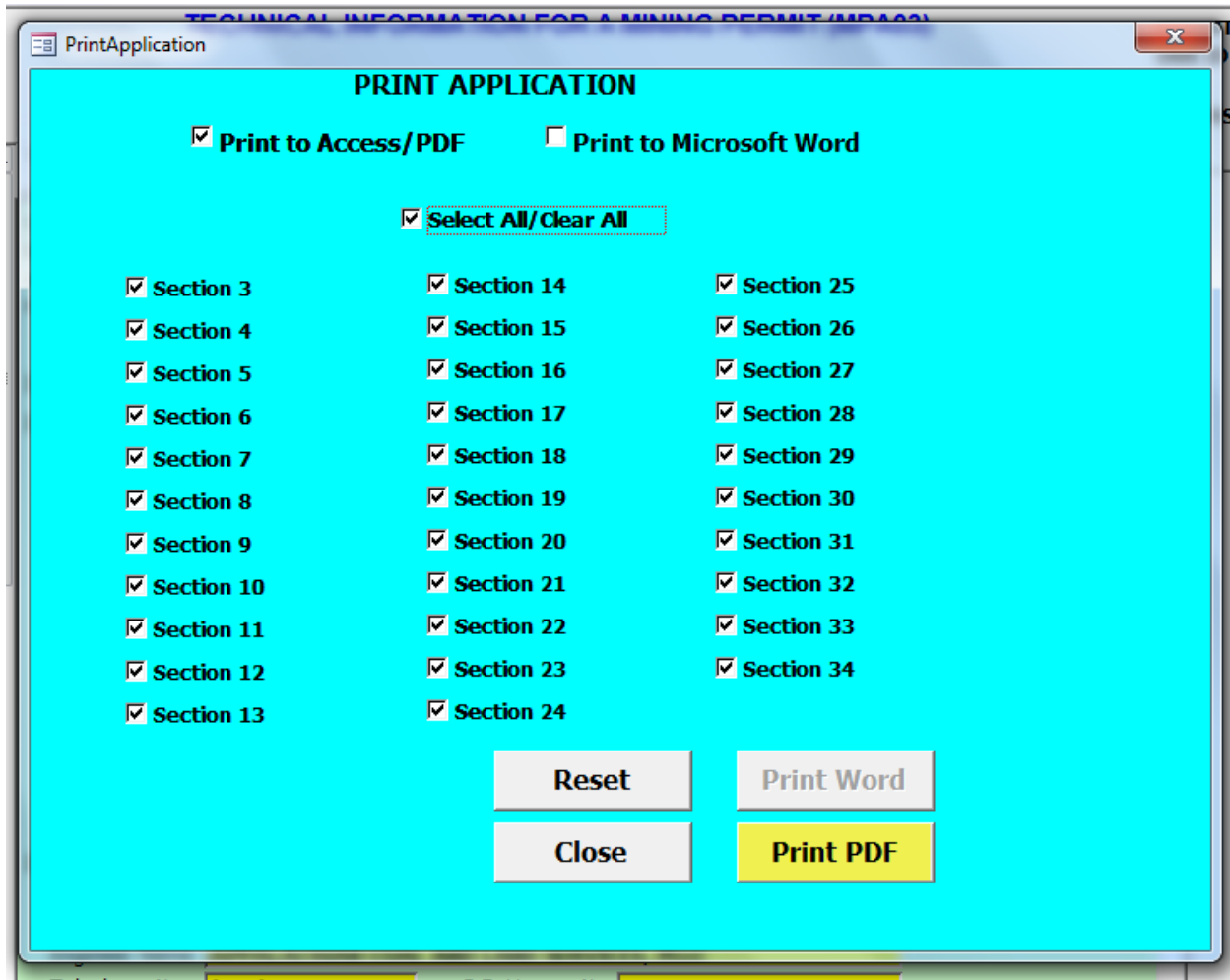
When printing to Access/PDF all sections of the MPA03 will be printed regardless if there is data in the sections or not.

Microsoft Word

When printing to Microsoft Word only those sections that have data will be printed. Therefore, if a section has NA All selected on top of the section – that section will not be printed

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Locking & Unlocking ePermit
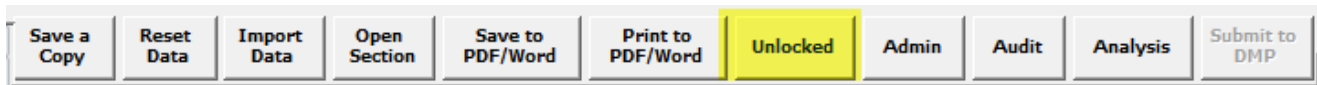
Clicking the Unlocked button will toggle it LOCKED and/or UNLOCKED. When locked no changes can be made to the ePermit including deleting attachments or acciently deleting text.
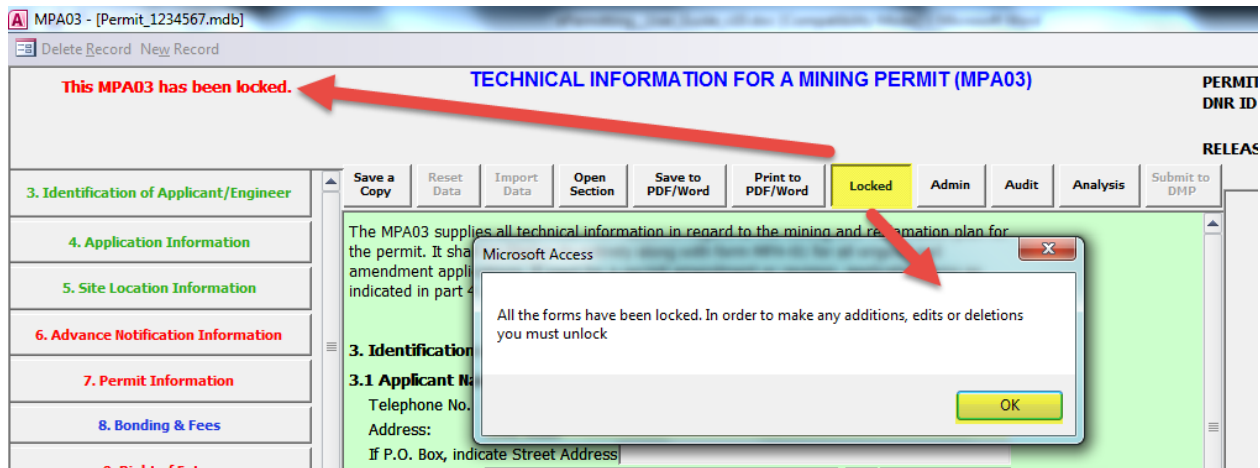
To unlock click on the button again

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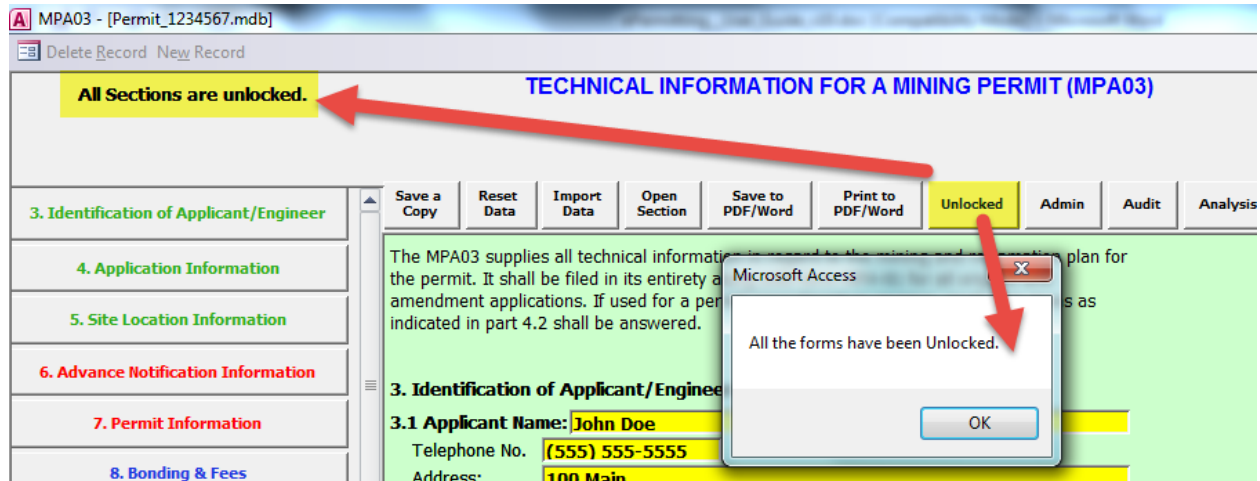
Admin Section – Updating SMIS tables and FTP

To update the Engineer data, Water Laboratory ID/Names, and Facilities click on Update Tables. In order for this update to occur the MPA03 must be saved to the installation folder which contains a folder called "UpdTables."

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In Section 16.5 and Section 17.5 you can use the Admin section to view water stations by Permit Number and DNR ID.

16.5 □**NA** On Cabinet-approved forms submit the results of the premining groundwater monitoring program. Original or notarized copies of all laboratory analyses shall be provided. Groundwater levels recorded on the forms shall include only measurements taken during sampling event. At a minimum, six months of data shall be submitted. Sampling events shall be a minimum of 30 days apart, and should be scheduled so as to adequately represent typical annual high and low elevations of the water-table or potentiometric surface.

WATER SAMPLES GATHERED AFTER 03/01/2012 MUST BE ENTERED/IMPORTED INTO THE WATER MONITORING FORM WITHIN THIS APPLICATION.

Import Baseline Water Data	Import/Export from/to Excel	Modify/Fix Water Station Name	View Ground Water Stations/Samples

Station Number: [ ] [?] New | Del | Prev Station | Next Station

The view defaults to displaying water locations by permit number.

Permit_Number	POI_NUMBER	Lat_Degrees	LAT_MINUTES	Lat_Seconds	Long_Degrees	Long_MINUTES	Long_Seconds
8610521	GW-1	36	47	7	83	52	42
8610521	GW-2	36	47	46	83	52	53
8610521	GW-3	36	46	59	83	52	50

However, if you choose "View Water Points Associated with DNR ID" you can see the station number (POI_Number) associated with the permittee number

┌─**How to Display Water Points**─────────────

When you click on the question mark (?) next to Ground Water (Section 16.5) and/or Surface Water (Section 17.5) Station Number a list will display showing all the water points currently in SMIS either associated with the Permit Number or the Entity DNR ID. It defaults to display on the water points associated with the PERMIT NUMBER entered on the main form.

To change the how the points are displayed select the display method below:

□ View Water Points Associated with Permit Number entered on the Main form

☑ View Water Points Associated with DNR ID entered on the Main form.

Permit_Number	POI_NUMBER	Lat_Degrees	LAT_MINUTES	Lat_Seconds	Long_Degrees	Long_MINUTES	Long_Seconds
8070441	GW-1	36	44	15	83	34	29
8070441	GW-2	36	44	22	83	34	7
8610521	GW-1	36	47	7	83	52	42
8610521	GW-2	36	47	46	83	52	53
8610521	GW-3	36	46	59	83	52	50
8615295	GW1	36	50	37	83	43	12

Revision Data: 11/2015

COT will be switching to a new FTP site in the future. To prevent the need to update the MPA's again we have built in a way to auto-update the password by clicking the "Update Password" button.

FTP Settings

The Commonwealth of Technology (COT) is switching to its own FTP site. When this occurs industry will not be able to use Filezilla or other FTP clients. They will sign-on directly to a state FTP site to upload their permits. The current file structure will remain in effect. In addition, COT will require that the password be changed periodically for security reasons. This section will allow you to switch from the Old FTP System to the New FTP System. Also, you will have the ability to update the passwords programmed in the MPA03 without the need to download an updated MPA03. A mass email will be sent out when COT makes the change.

Update Password

Revision Data: 11/2015

AUDIT Function

Save a Copy	Reset Data	Import Data	Open Section	Save to PDF/Word	Print to PDF/Word	Unlocked	Admin	Audit	Analysis	Submit to DMP

The Audit feature will show what data has been changed. It can indicate what the data was prior to the change, what it was changed too and the date it was changed

Audit Report Dates

Audit Filter Form

Use the date fields below to filter the Audit Report. Only Audit records where the Permit Number matches the permit number displayed on the main form will display.

(1) If both the start date and end dates are entered, the Audit report will be filtered using those dates.

(2) If only the Start date is entered, only audit records from that date onwards will display

(3) If only the End date is entered, only audit records up to that date will display

(4) If no dates are entered, all audit records will display

Start Date: _____

End Date: _____

Clear | **Generate Audit Report**

☐ Enable Last Change User/Date/Time popup at startup

Audit Trail

Date Range of Report [_____] to [_____]   Permit: 8610521

Section3

Field Name ApplEMail   **Date Changed:** 11/11/2015

Prior Information: rjzik@tecoenergy.com
- -
New Information jim.neal@ky.gov

Field Name ApplName   **Date Changed:** 11/11/2015

Prior Information: John Smith
- -
New Information John Sams

Clicking "Enable Last Change User/Date/Time popup at Startup" will display a popup at startup indicating the last time the application was changed and by whom.

Revision Data: 11/2015

ANALYSIS Function

There are two types of errors that the Analysis will pick up, both critical errors and normal errors. Critical issues are issues that may end up as deficiencies and require the entity to resubmit the application.

As long as Critical Issues exist the Upload to DMP button will not be enabled. In addition, a warning will display on the top left corner of the screen. For instance, the Anaysis has determined that the Engineer ID entered into section 3.2 is not valid which would prevent data from being uploaded to SMIS when Frankfort staff upload the data to the database.

A sample report is shown on the next page. The issues in "red" are critical and need to be fixed while the issues in "black" are potential issues that should be looked at and fixed if possible.

Revision Data: 11/2015

Analysis for Permit #: 8610521

The following errors in red are critical errors that will prevent data from uploading to SMIS. In order to use the FTP button on this form these issues must be resolved. However, you can still submit using Filezilla

Section 03	
3.2	DNRID in Section 3.2 is Missing or incorrect. Choose a valid number by clicking on the question mark next to the field

Section 16	
16.8	Data is required in Section 16.8. If no data is required select the NA checkbox.

Section 17	
17.9	Water lab ID is not entered in section 17.9

The following errors are potential errors that should be fixed prior to submitting your application but will not prevent you from using the FTP button.

Section 12	
12.1	Information: Proposed Coal Haulroads, Access Roads, Conveyers, or Rail loading facilities Requires Section 31 to be Filled Out.

Once the critical issues have been resolved the report will return with no "red" issues

Analysis for Permit #: 8610521

The following errors are potential errors that should be fixed prior to submitting your application but will not prevent you from using the FTP button.

Section 12	
12.1	Information: Proposed Coal Haulroads, Access Roads, Conveyers, or Rail loading facilities Requires Section 31 to be Filled Out.

Also notice that since no critical issues exist the warning message to the left no longer displays. Also, the "Submit to DMP" button is enabled.

Revision Data: 11/2015
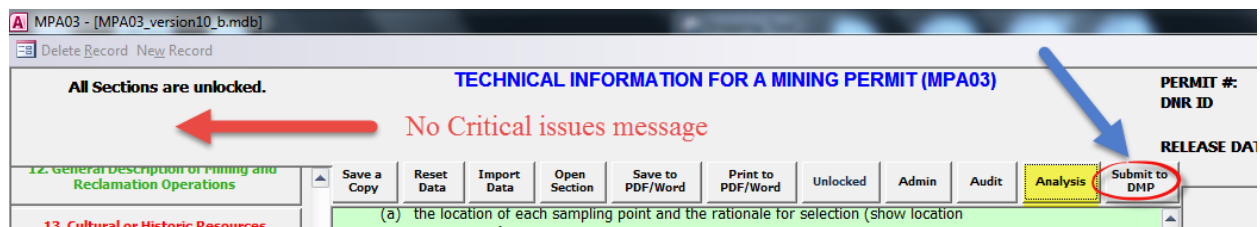
Submit the Active Permit to the DMP FTP Site
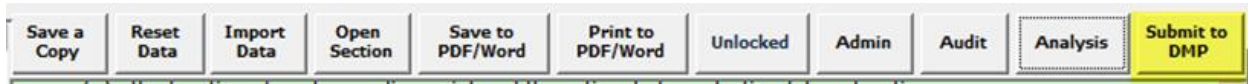
Once you click on the "Submit to DMP" button you will be prompted to confirm that you want submit the MPA03 to the Frankfort DMP FTP Site.
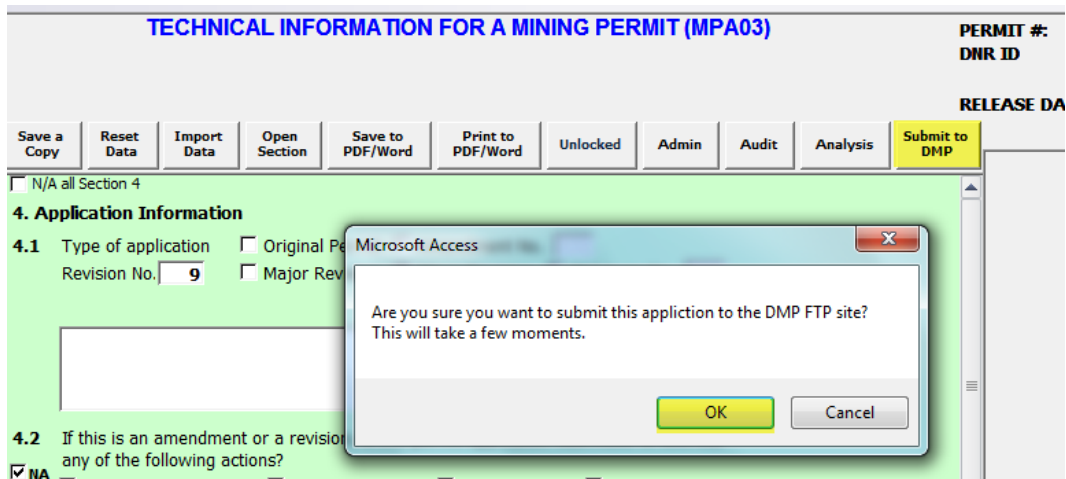
While the permit folder structure is being built and the active permit is uploaded to the FTP a message will display indicating that "The MPA03 FTP Upload is in Process"
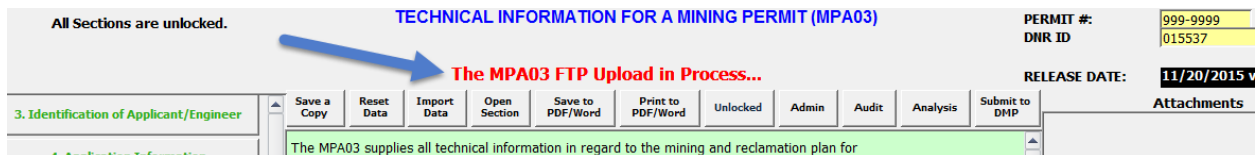
Depending on how large the ePermit is the upload time can take awhile. Do not interrupt until the red message indicating that the upload is still underway disappears. You will get a message either indicating success or failure.

When the upload successfully occurs a the message will disappear on top of the application and a popup will also display.

Revision Data: 11/2015
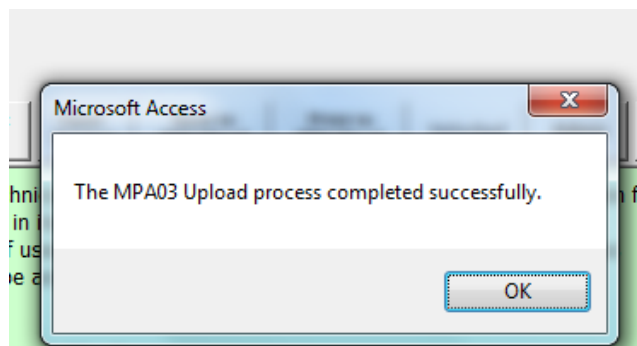
In addition, a printable confirmation page will display:

Energy and Environment Cabinet
Department for Natural Resources
Division of Mine Reclamation and Enforcement
Minor Field Revision Application

FTP Submittal SUCCESSFULL!!!

The Technical Information for a Mining Permit (MPA03) was successfully transmitted.

PermitNumber:	9999999
Date:	11/11/2015
Time:	7:35:23 PM

IMPORTANT: This only confirms receipt of the MPA03. In the event that the Application is corrupt you will be contacted to reupload the application.

If the upload fails the following message will display:

TECHNICAL INFORMATION FOR A MINING PERMIT (MPA03)

The MPA03 FTP Upload FAILED!!

| Save a Copy | Reset Data | Import Data | Open Section | Save to PDF/Word | Print to PDF/Word | Unlocked | Admin | Audit | Analysis | S |

Microsoft Access

The MPA03 supplies
the permit. It shall b
amendment applicati
indicated in part 4.2

The File was NOT successfully uploaded to the Division of Mine Permits. Please try again.

OK

3. Identification of

3.1 Applicant Nam

Telephone No.

Working with Attachments

The screen below shows the application when it's displayed on the computer. The arrows point to the item/section buttons and to where the attachments will be displayed.

Insert All Attachments in the ePermit

Two methods exist for getting an attachment into the application. The first method utilizes the folder structure that existed with the Word version of ePermitting and is included with this version of ePermitting. The second method gives the ability to insert a single attachment of a folder of attachments into an item/section.

Insert Attachments through Folder Structure

The ePermitting Word version included a folder structure for building attachments. The root folder was named PermitNumber. This folder structure will be included in this version as part of the download. Subfolders can be created under the ITEM and MAP folders, but that level of folders MUST NOT be modified or added to. The following steps will import files if that file structure is utilized.

1. After clicking on the Insert Attachments, the program will inform the user that all attachments will be removed and be replaced with the ones in the folder structure. If the intent is to only add/replace attachments, please see the section below labeled ***Insert Single Attachment or Folder of Attachments***. Click "Yes" to continue and go onto the next step. No will stop the insert process and no other steps are necessary.
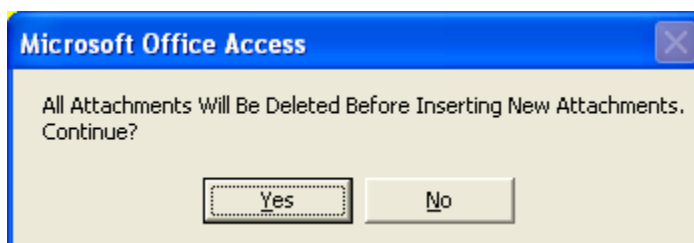
2. A window, like the one below, will be displayed. It's looking for the folder structure where the attachments are located. The second screen is an example of the folder structure being selected properly. Click on OK when the correct folder structure is ready to be selected.
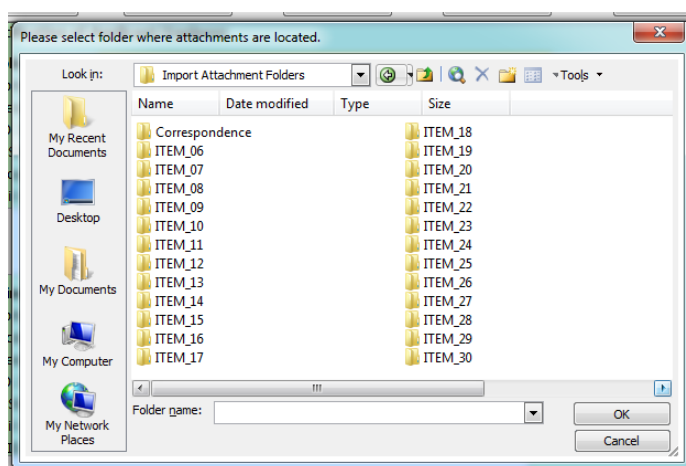
3. Once the folder is selected, the attachments will be inserted into the application. When the process is complete, the following message will be displayed. Click OK to acknowledge the message.

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Insert Single Attachment or Folder of Attachments

This method requires that the section where the attachment(s) are going to be inserted be displayed on the screen. For our purposes here, we'll demonstrate how to insert attachments into item 6. Notice that the screen is on item 6 of the application.

1. Click on the Insert Attachment(s) at the bottom of the form. The dialog box below will be displayed. If a single attachment is to be added, click "**Yes**."

   If **No** is selected, the user will be asked for a folder. The folder of files will be inserted into the application as attachments for the current section.
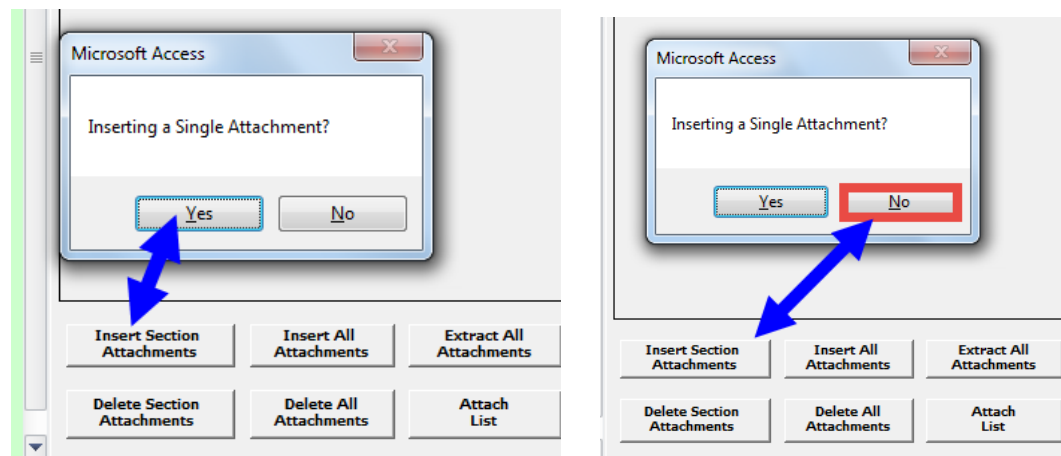
2. Clicking "Yes" will display a search window. Navigate to the file location and choose the file.

3. Navigate to the appropriate folder where you have saved all your attachments. In this case we saved them to the "Import Attachment Folder"

Revision Data: 11/2015
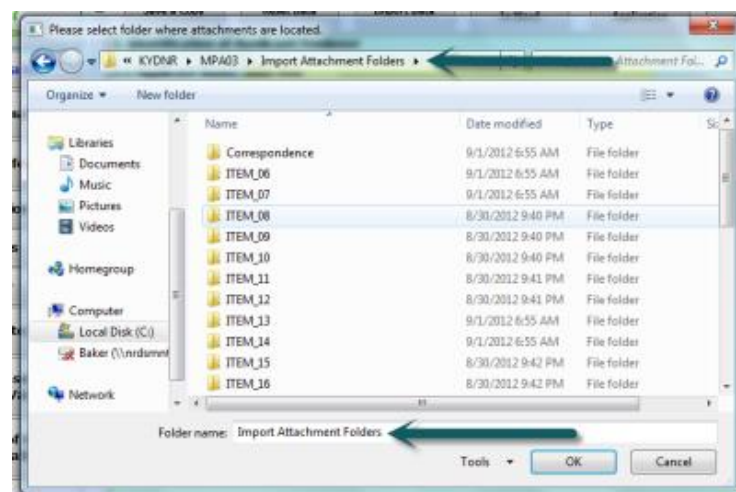
4. Clicking the "Insert All Attachments" button will insert all the attachments in their appropriate section on the MPA03. However, it will delete all existing attachments in these sections first.
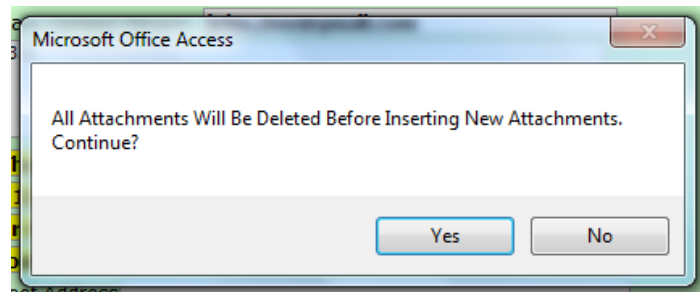
5. After the insert is complete, the following message will be displayed. Click on OK.

Opening an Attachments in the ePermit

Revision Data: 11/2015
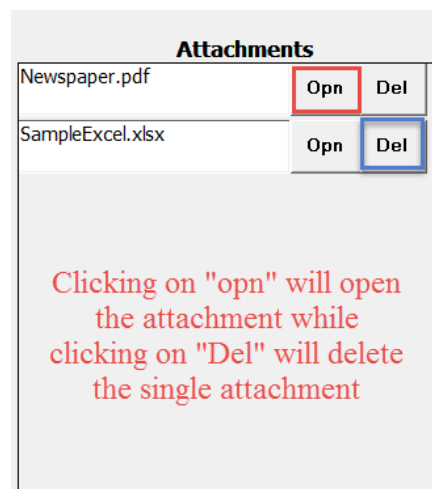
Delete All Attachments in the ePermit

Three methods exist for deleting attachments. One, a single attachment can be deleted. Two, all the attachments for a section can be deleted. Three, delete all the attachments in an application.

Delete a Single Attachment

1. Navigate to the Item where the attachment is to be deleted.
2. To remove the attachment, click on the **Del** button next to the attachment, as pointed to by the red arrow below.
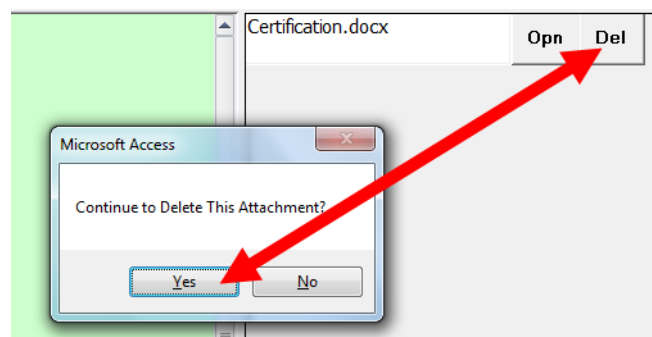
Once you choose this option a window will display asking you to verify that all attachments saved in all the sections of the MPA03 will be deleted. Clicking "Yes" will delete all the attachments.

Revision Data: 11/2015
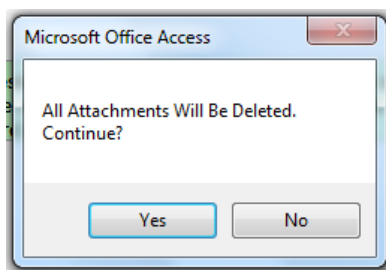
Deleting Multiple Attachments in the ePermit
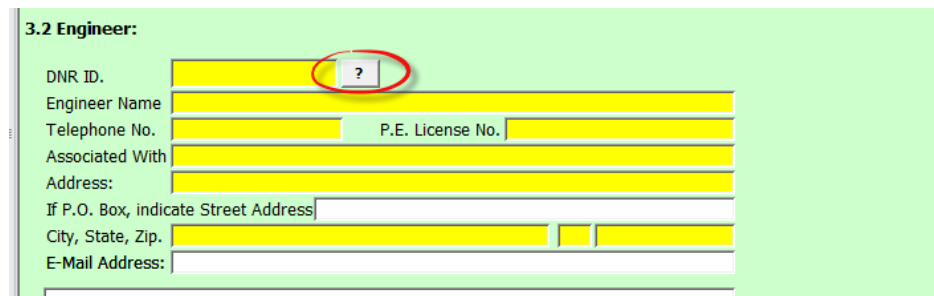
The button "Delete All Attachments" will delete every attachment in the MPA03 regardless of section, while the "Delete Section Attachments" will delete attachments saved to a particular section. Once the button is clicked a message widow will display requesting verification that you indeed want the attachments of this section deleted.

Revision Data: 11/2015
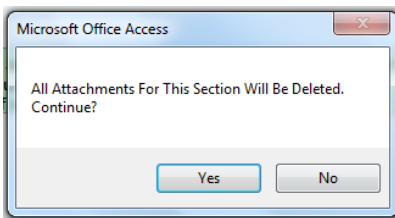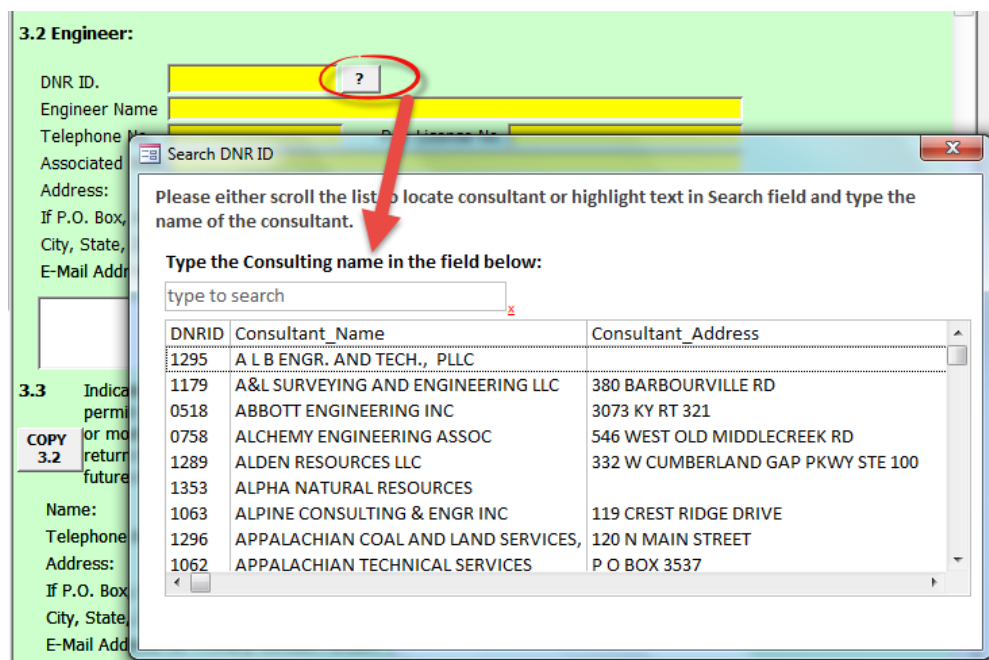
Section 3.2

- Two of the most common mistakes made by entities when submitting the MPA03 are entering an incorrect Engineering ID (Section 3.2) and Laboratory ID (Section 17.9).

- To prevent this from occurring, the MPA03 uses up-to-date data from SMIS that can be updated by the user. To update click on the Update button discussed on page ## of this user guide.

- If you do not know your engineer ID click on the check mark ("?") next to the engineer ID field:

- Clicking the question mark will display a table of all current engineers (consultants), their DNRID and Address since the last time the tables were updated. See Page ## for directions on how to update your tables.

- In the seatch file start typing the name of the consultant (engineer) and the list will filter using the letters

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you enter.

- Click on the name and the information will be transferred to Section 3.2

Section 3.3

- The **Copy 3.2** button will copy all the information in Section 3.2 into Section 3.3

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MPA03 – Important features in Section 4

Section 4.1

- As this section is filled out, the information will be automatically placed at the top of the application.
- If anything besides Original is selected, a message will be placed onto the Analysis Report indicating that something needs to be done at Section 12.2.

Section 4.2

- If anything is selected, a message will be placed onto the Analysis Report indicating that an attachment is required.

Section 4.3

- If Steep Slope (SS) or Surface Mountaintop (SM) is selected, a message will be placed onto the Analysis Report indicating that variance information in 11.3 must be filled out.
- If Slurry Injection (SI) or Experimental Practice (EP) is selected, a message will be placed onto the Analysis Report indicating that another reviewer also needs to look at the application.

Section 4.4

- With the exception of as few protected tables most tables have the following options
  - Extended View
  - View/Print
  - Import/Export to Microsoft Excel
  - Re-Order Entries

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4.4 Complete the following table to summarize all previous permitting actions for this
☐ **NA** permit. This summary must be listed in chronological order from the original issuance
up through this application.

| Refresh | Extended View | View/Print | Excel |

Permit Type	Effective Date	Net Acreage Change Surface		Net Acreage Change Underground		Total Permit Acreage	
		Added	Deleted	Added	Deleted		
NW	7/29/2010	52.9				52.9	
FR3	3/4/2011	.85				53.75	
MI 1	10/25/11	1.4				55.15	

- Extended View will display a larger view of the table so users will not have to scroll to view multiple entries

PreviousPermitting

| Close Extended View |

Permit Type	Effective Date	Net Acreage Change Surface		Net Acreage Change Underground		Total Permit Acreage	Order
		Added	Deleted	Added	Deleted		
NW	7/29/2010	52.9				52.9	
FR3	3/4/2011	.85				53.75	
MI 1	10/25/11	1.4				55.15	
MT 1	9/21/2012	0				55.15	
MI 2	PENDING	0.63				55.78	

- View/Print displays the table in a table that can be viewed or printed (Control-P)

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Section 4.4

ID	Permit Type	Effective Date	Surface Added	Surface Deleted	Underground Added	Underground Deleted	Total Permitted
1	NW	7/29/2010	52.9				52.9
2	FR3	3/4/2011	.85				53.75
3	MI 1	10/25/11	1.4				55.15
4	MT 1	9/21/2012	0				55.15
5	MI 2	PENDING	0.63				55.78

- Users can export the data into Microsoft Excel or Import data into the permit using Excel. Clicking on the Excel button will display a dialog box.
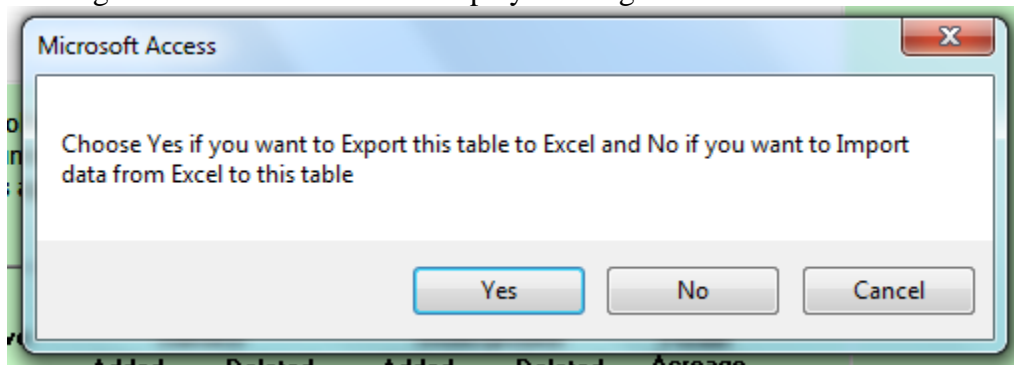
- Selecting Yes will display a dialog box where you choose the name and location of the Excel Spreadsheet
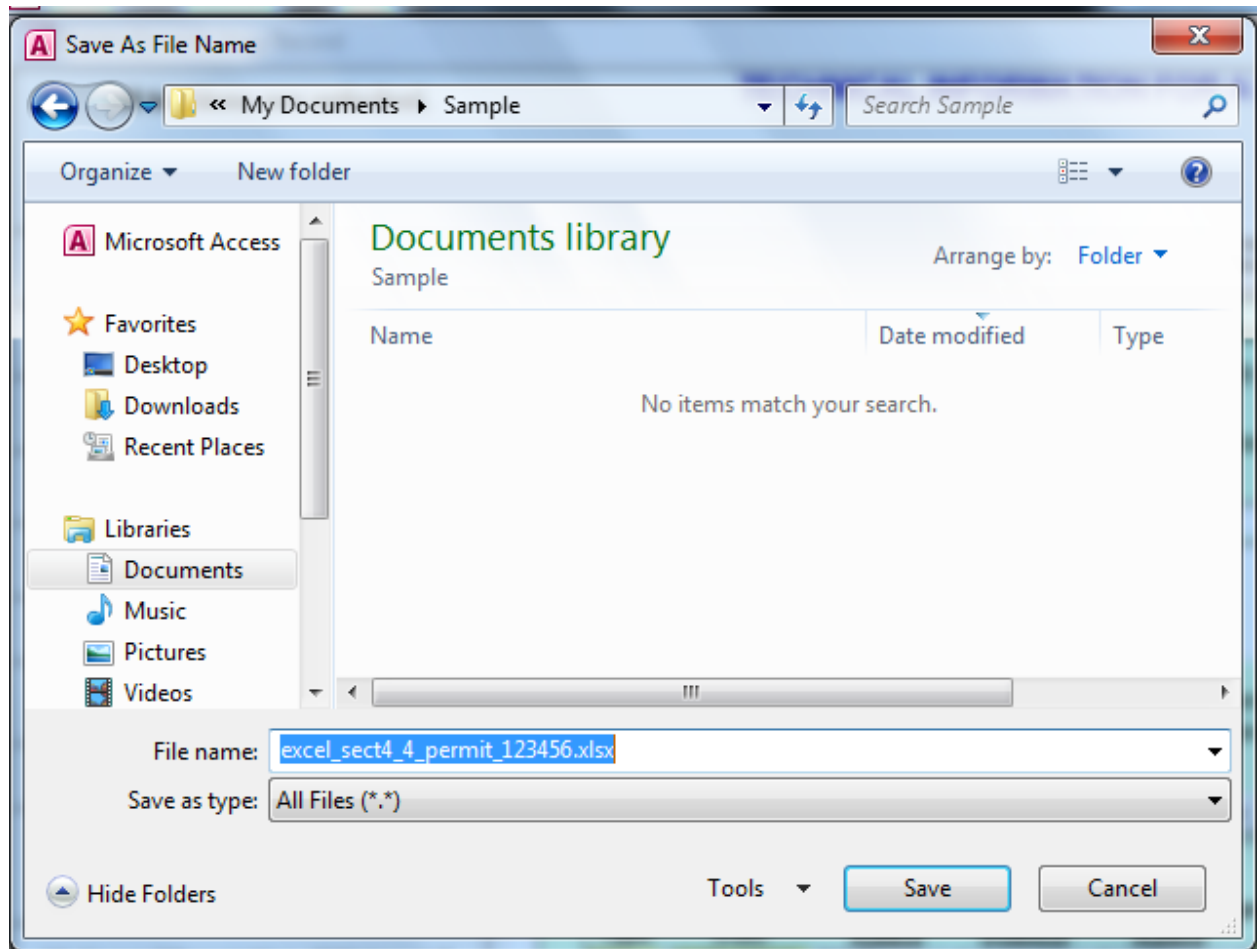
To Import Data into a table from an Excel Spreadsheet click the Excel button and choose No to the question:
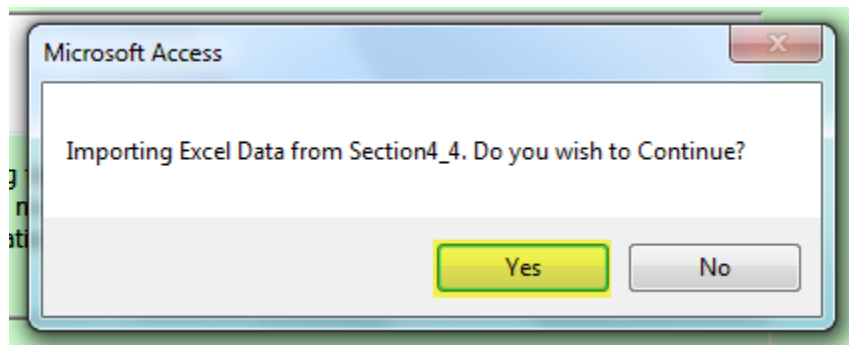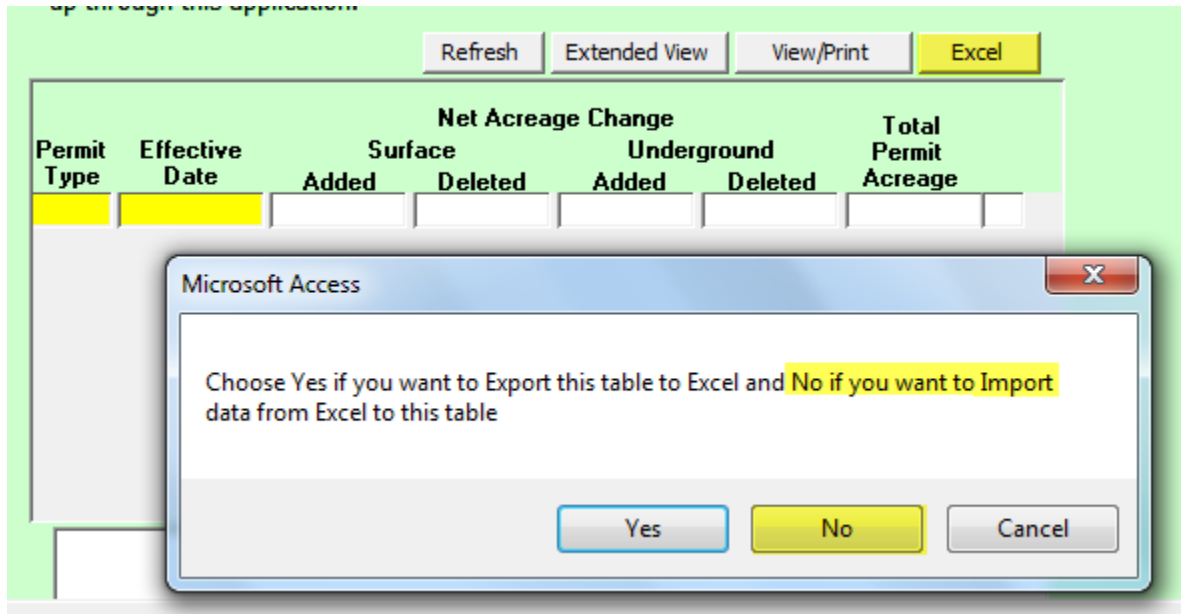
Navigate to the Excel spreadsheet with the data from Section 4_4 and Click Open. You will get a message indicating that the import was successful. However you will not see the data until you click the Refresh button.

- Re-Order the entries – you can move entries either up or down the list by adding a ranking order in the fartherest right field:

MPA03 – Important features in Section 5

Section 5.3

- After counties are entered, they will automatically be added to Sections 7.3 and 10.1 if nothing exists in those sections. If something is in those sections, nothing will be done.
- If a county or QUAD is entered that is not needed simply click in the field and either press Control minus (-) or press the Delete Record button on the top left of the application

MPA03 – Important features in Section 7

Revision Data: 11/2015

Section 7.2

- The **Set Acreage Types in Section 8** button will set the defaults in section 8 for items 8.5 and 8.6. After this button is pressed, adding a new increment to those tables will utilize these new defaults.
- You can utilize extended view to see the entire table without the need to scroll to the right or left to view.

- Extended View – shows all of table including re-sequencing numbers

- You are not able to modify an existing type however you can add new types and

then re-order using the sequence numbers at the far right of the table.

- The display sequence can be changed by entering the number order for displaying in the far right **Seq** column.

- Current Acreage and Total Acreage are uploaded to SMIS. Total Acreage is considered the proposed acreage.
- Each acreage column entry has a footnote column entry. Symbols in this field can be further described in the Footnote area below the 7.2 table.
- The following Acreage Types can not be modified since they're used to interface with SMIS. However, they can be deleted.
  - Mining or Face Up Areas
  - Roads
  - Sediment Ponds
  - Waste Disposal Areas
  - Facility and Processing Areas
  - Coal Stockpile and Loading Areas
  - Surface Ventilation Areas
  - Underground Areas
  - Auger/Highwall Miner Areas
  - Spoil Storage Areas
- **Total Permit Area** Acreage Type can not be deleted or modified.
- The default entries can be deleted, but not modified. If the default entries are on the application, the information is used during the SMIS interfaces.

## *MPA03 – Important features in Section 8*

Section 8.2

- If Incremental checked and more than one county in Section 5.3, a reminder will be placed onto the Analysis Report concerning acreage for each increment.

Section 8.5, Section 8.6

- The "**Reset" button** will put the original default entries back in place.
- The display sequence can be changed by entering the number order for displaying in the far right **Seq** column.
- Use the **Prev Incr** and **Next Incr** buttons to move backwards and forwards between the increments. Increments will automatically be displayed in increment number order.
- If you add a duplicate increment number you will receive an error message. The "Fix" button corrects the entry.

- To add a new Increment you must either click inside the Increment field and Press the Ctrl + keys or click on "New Record" on the top left of the screen or click on the "New" button..
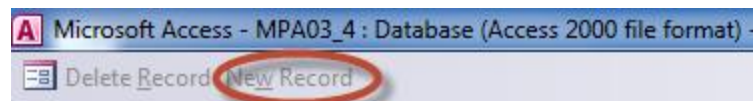
- These areas of the ePermit function in the same manner. The parent information needs to exist before the related data can be added. So, for 8.5 and 8.6, the increment number must be created before associating the bonding information to it. Same way that a station must exist in 16.5 and 17.5, before adding the sample data. This section will walk through using the input areas for each of these sections.

Item 8.5 (Mining methods by Increment)

Item 8.6 (Additional information by Increment)

Inputting data into these sections functions the same for both. The instructions below will reference Item 8.5.

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Adding Increments

Place the cursor into the Increment Number field, as shown in the screen below

- If there isn't an increment number in the field (i.e. it's the first increment being added), just enter the increment number and press Enter. If there is an increment number present, click on the "New Incr" button, pointed to by the blue arrow, to enter an increment number and press Enter.

- The default increment information will be placed into the area below the increment number.
- Information below the Increment Number can be modified, removed, or additional entries added. To **modify** an entry, click into the field to be changed and modify the information. To **delete** the entry, click into one of the columns on the row, and click on the **Delete** button at the top of the screen. To **add** a new row, scroll to the bottom of the entries and enter information into the blank record.

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Modify Increments

1. Place the cursor into the Increment Number field, as shown in the screen below:

2. Use the **Prev Incr** and **Next Incr** buttons to move backwards and forwards between the increments. Increments will automatically be displayed in increment number order.

3. Once the increment number to be changed is displayed, the increment number can be changed OR the information below the increment can be changed.

4. Information below the Increment Number can be modified, removed, or additional entries added. To **modify** an entry, click into the field to be changed and modify the information. To **delete** the entry, click into one of the columns on the row, and click on the **Delete** button at the top of the screen. To **add** a new row, scroll to the bottom of the entries and enter information into the blank record.

Deleting an Increment

1. Place the cursor into the Increment Number field, as shown in the screen below:

2. Use the **Prev Incr** and **Next Incr** buttons to move backwards and forwards between the increments. Increments will automatically be displayed in increment number order.

Section 8.11

- Section 8.11 includes two forms. The Bond Summary form is an internal document that is completed within the application. The Bond Calculation form is an external Microsoft Excel spreadsheet that must be completed, saved locally on the user's computer and then imported as an attachment in section 8.

8.11 Based upon the bonding method identified in Item 8.2, provide a reclamation cost
☑ **NA** estimate, using bond calculation form(s) approved by the Cabinet. Attach completed form(s) and any supporting calculations as "Attachment_8_11A, Attachment_8_11B, etc."

| Full-cost Estimate Summary | Bond Calculation Form |

MPA03 – Important features in Section 9

Section 9.1-9.11 – If you see an "Expanded View" button you have the ability to view, add, edit, or delete all contents in the memo field on a larger form

Section 9.6

- The display sequence can be changed by entering the number order for displaying in the far right **Seq** column.

Section 9.11

- If either YES selected, a message will be placed onto the Analysis Report reminding the reviewer to see the Federal Lands Coordinator.

MPA03 – Important features in Section 11

Section 11.3
- Fields to the right of "Within 300 feet of an occupied dwelling" and "Within 100 feet of a stream" can be filled with location information for those items, up to 200 characters. When printing the application, the information will automatically wrap.
- If PROPOSED "Postmining land use change …" selected, NA will be disabled for Section 21.12.

MPA03 – Important features in Section 15

Section 15.5

- To delete a Site No. from an issued permit and subsequently SMIS, enter the Site No., its latitude and longitude, and check the Del checkbox at the end of the row. The Site No. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

Section 15.6

- To delete a Site No. from an issued permit and subsequently SMIS, enter the Site No., its latitude and longitude, and check the Del checkbox at the end of the row. The Site No. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

MPA03 – Important features in Section 16

Section 16.5

- Ground water samples can either be entered into this input area by:
  - Importing them using XML files
    - To importing files into the application, please see the section labeled **Importing Data into the ePermit**.
    - For entering data into this input area, please see the section labeled **Entering Data Into the ePermit**
    - For instructions on how to use an XML file to import sections 16.5 and 17.5 see the **XML section**

  - Importing them using Microsoft Excel (See Section below on Exporting and Importing Water Data)

Revision Data: 11/2015

- To create a new water station either click inside the Station Number box and press Ctrl + or by clicking New Record or clicking the "New" button:

- Use the **Prev Station** and **Next Station** buttons to move backwards and forwards between the stations. Stations will automatically be displayed in increment number order.
- Data with sample dates on or after 01/01/2012 must be entered or imported into the application.

- **IMPORTANT**: The tables for both ground and surface water were changed in release 4.0 (release date: November 15, 2012). Therefore if you import data from a previous version the water data will need to be manually entered or imported from an XML file (see Importing XML).

- This change improved the way water samples are entered into the application

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- Deleting Water Station Locations and Parameters

  To delete a station and it's corresponding parameters click in the Station Number field and either click "Delete Record" at the top left of the screen or click on the "Del" button.

Revision Data: 11/2015

- To reduce keying errors checks have been added to each sample. If a number outside the appropriate range (see below) is entered the filed color will turn from yellow to red and a message will display.

Test	Range
Temperature	0 to 40 C (or 32 – 100 F)
Discharge	0 to 150 cfs
Conductivity	10 to 10,000 uS/cm
pH	2 to 14 SU (standard units)
Acidity	-500 to about 5000 mg/L
Alkalinity	anything up to about 1000 mg/L
TSS	0 to 2000 mg/L
TDS	10 - 5000 mg/L (TDS should be less than conductivity)
Sett. Solids	should be less than 1 mg/L
Dissolved SO4	0 - 5000 mg/L (SO4 should be less than TDS)
Dissolved Iron	0 - 500 mg/L
Total Iron	0 - 500 mg/L
Dissolved Magnesium	0 - 500 mg/L

Section 16.8

- To delete a surface water monitoring location from an issued permit and subsequently SMIS, enter the ID Number, its latitude and longitude, and check the Del checkbox at the end of the row. The ID Number. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.
- The button, "Copy Points from 16.5" will copy the ground station name along with its Latitude and Longitude to the table reducing the chance of adding a different stations name. A common mistake occurs when users enter a station number such as GW1 in 16.5 but in 16.8 it's entered GW-1 which indicates 2 different water locations.

Revision Data: 11/2015

MPA03 – Important features in Section 17

Section 17.5

- Surface water samples can either be entered into this input area or imported using XML files. To importing files into the application, please see the section labeled **Importing Data Into the ePermit**. For entering data into this input area, please see the section labeled **Entering Data Into the ePermit**

- Use the **Prev Station** and **Next Station** buttons to move backwards and forwards between the stations. Stations will automatically be displayed in increment number order.

- Data with sample dates on or after 01/01/2012 must be entered or imported into the application.

- To create a new water station either click inside the Station Number box and press Ctrl + or by clicking New Record

- **IMPORTANT**: The tables for both ground and surface water were changed in release 4.0 (release date: November 15, 2012). Therefore if you import data from a previous version the water data will need to be manually entered or imported from an XML file (see Importing XML).

- This change improved the way water samples are entered into the application

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- To reduce keying errors checks have been added to each sample. If a number outside the appropriate range (see below) is entered the filed color will turn from yellow to red and a message will display.
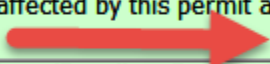
Test	Range
Temperature	0 to 40 C (or 32 – 100 F)
Discharge	0 to 150 cfs
Conductivity	10 to 10,000 uS/cm
pH	2 to 14 SU (standard units)
Acidity	-500 to about 5000 mg/L
Alkalinity	anything up to about 1000 mg/L
TSS	0 to 2000 mg/L
TDS	10 - 5000 mg/L (TDS should be less than conductivity)
Sett. Solids	should be less than 1 mg/L
Dissolved SO4	0 - 5000 mg/L (SO4 should be less than TDS)
Dissolved Iron	0 - 500 mg/L
Total Iron	0 - 500 mg/L
Dissolved Magnesium	0 - 500 mg/L

Section 17.8

- To delete a surface water monitoring location from an issued permit and subsequently SMIS, enter the ID Number, its latitude and longitude, and check the Del checkbox at the end of the row. The ID Number. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.
- Entry now requires a monitoring type to be selected. As these are modified in SMIS, they will be reflected on the ePermitting web page.
- Entries of type DUGOUT and EMBANKMENT must have matching entries in 29.1. The lat and long will also be checked to match what is in 29.1 for the entry in 17.8.
- Entries of type DUGOUT and EMBANKMENT can be copied to item 29.1 by clicking on the **Copy to 29.1** buttons. If the entry exists in 29.1, with the same monitoring type, it will replace the latitude and longitude information.
- Using the "Copy Points from 17.5" the SW points will be copied to this table along with the corresponding Latitude and Longitude records.

Section 17.9

- One of the most common omissions on the MPA03 is the Water Laboratory ID. If either no number is added here or the incorrect number added then NO ground or surface water is uploaded/updated in SMIS.
- To help we have added a table that uses live data from DNR's SMIS database. To update these tables see $$$
- To use this feature click on the questin (?) mark to the right of the Laboratory ID field:

MPA03 – Important features in Section 19

N/A all Section 19

19. Alternate Water Supply Information

19.1 Describe the extent to which the proposed mining activities may proximately result in
NA the contamination, diminution, or interruption of underground or surface sources of
water within the proposed permit or adjacent areas which are used for domestic,
agricultural, industrial or other beneficial uses. This description shall be noted as
"Attachment_19_1A," or in the area below this item.

Expanded View

See Attachment 19.1.A

MPA03 – Important features in Section 21

Section 21.10

- Section 21.10 and Section 22.2 are linked. The proposed postmining land
  uses selected in 21.10 are the only land uses that will display in section 22.2.
  if you delete (uncheck) selections from 22.2 the corresponding PMLU and any
  data entered for it will also be deleted.

21.10 Indicate the proposed postmining land use(s) of the permit area:

NA ☑ Forestland (40) ___ ac.	☐ Developed Water ___ ac.	
☐ Pastureland (20) ___ ac.	Resources (53)	
☑ Cropland (21) ___ ac.	☐ Residential (11) ___ ac.	
☑ Fish and Wildlife (01) ___ ac.	☐ Industrial/	
☐ Recreation (02) ___ ac.	Commercial (13) ___ ac.	

MPA03 – Important features in Section 22

Section 22.2

- You will notice that the Proposed PMLU drop down is grayed out. Only those
  proposed land uses selected in section 21.10 will be listed. Click on the Refresh
  button (R) to display them.

22.2 Complete the following table to describe the plan for revegetating the proposed permit
NA area.

View

Proposed PMLU: [▼] R   Prev PMLU   Next PMLU

Rate Per   Acreage   Plant   S
Acre   Dates

- The display sequence can be changed by entering the number order for displaying
  in the far right **Seq** column.

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- Use the **Prev PMLU** and **Next PMLU** buttons to move backwards and forwards between the PMLU.

MPA03 – Important features in Section 26

Section 26.1

- To delete an excess spoil from an issued permit and subsequently SMIS, enter the Facility ID, its latitude and longitude, and check the Del checkbox at the end of the row. The Facility ID and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

MPA03 – Important features in Section 27

Section 27.1

- To delete a waste disposal area from an issued permit and subsequently SMIS, enter the Facility ID, its latitude and longitude, and check the Del checkbox at the end of the row. The Facility ID and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

MPA03 – Important features in Section 29

Section 29.1

- To delete a sediment pond or impoundment an issued permit and subsequently SMIS, enter the Facility ID, its latitude and longitude, and check the Del checkbox next to the Facility ID. The Facility ID and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

Revision Data: 11/2015

Section 29.5

- To delete a treatment location from an issued permit and subsequently SMIS, enter the ID Number, its latitude and longitude, and check the Del checkbox at the end of the row. The ID Number and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

MPA03 – Important features in Section 30

Section 30.3

- To delete a diversion from an issued permit and subsequently SMIS, enter the ID No., its latitude and longitude, and check the Del checkbox next to the ID No. The ID No. and latitude/longitude must match exactly in order to be removed from the permit/SMIS.

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Importing XML Data

The ePermit will accept external files through the use of XML. Each application will have their own XML formatted files for those sections that accept importing. The appropriate files will be found in the **XSD** and **XML Samples** folders for each application installation. Please refer to the **What Is Installed on the Computer** subsection.

IMPORTANT: The tables for both ground and surface water were changed in the MPA03, version 4.0. Therefore if you import data from a previous version the water data will need to be manually entered or imported from an XML file (see Importing XML).

MPA03

Item 16.5 (Groundwater Baseline Data)

Item 17.5 (Surface water Baseline Data)

The following steps will import an XML file into the groundwater baseline section of the MPA03.

1. Click on the **Import Baseline Water Data**, in Item 16 or 17 of the MPA03 application, as shown below for section 16. Both section function identically.

2. The following screen will be displayed warning the user that any data already in the application will be replaced by the XML file if the operation is continued. If the operation is continued, proceed onto the next step. Otherwise, the import will be terminated.

Revision Data: 11/2015
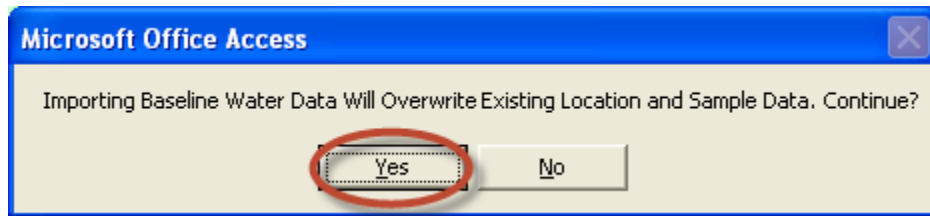
3. The following screen will appear asking for the XML file to import. Select the file to import.
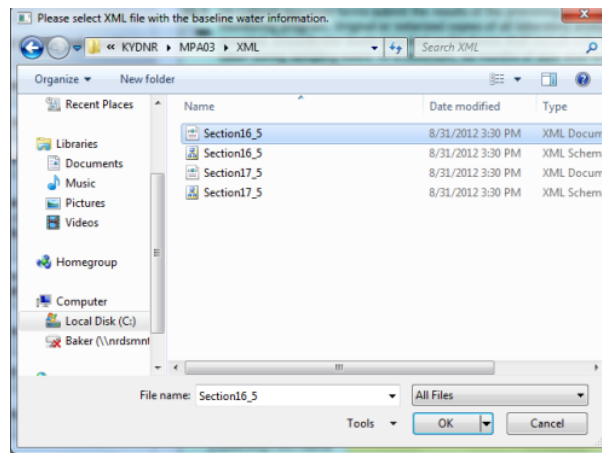
4. If any problems arise from the import, a report will be generated to the screen and all data will be removed from the section.

How to Modify an XML file

The obvious advantage of creating an XML file is if you plan to use the sample water samples in more than one permit. Importing an XML file will save you a lot of work.

Microsoft offers a free XML editor called Microsoft Notepad XML 2007 that can be downloaded from their website: http://www.microsoft.com/en-us/download/details.aspx?id=7973

I used the program to create the sample XML files as well as an editable blank XML file for both Ground and Surface Water imports. These samples and templates are stored in the installation folder (C:\KYDNR\MPA03\XML).

The directions below show how to use this free program to edit the blank templates

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Once you download and Install Notepad XML 2007 on your computer, open it.
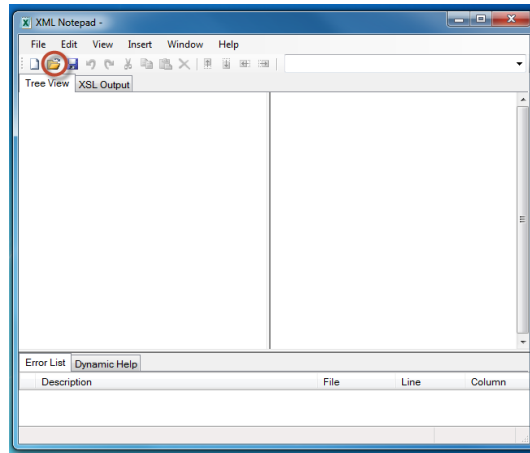
Navigate to the XML folder located in the installation folder: C:\KYDNR\MPA03\XML. There are 4 possible XML files located in this folder; the remaining files are support files.
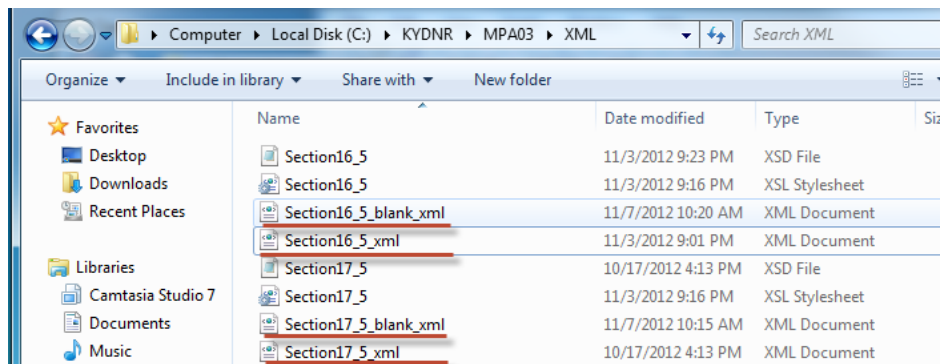
Both Section16_5_xml and Section17_5_xml are working samples while Section16_5_blank_xml and Section17_5_blank_xml are blank copies you can use to enter your data using WordPad XML 2007 or other xml editing software.

In the blank sample below there are 3 locations and three samples per location listed on the left of the graphic. Click the '+' sign to expand.

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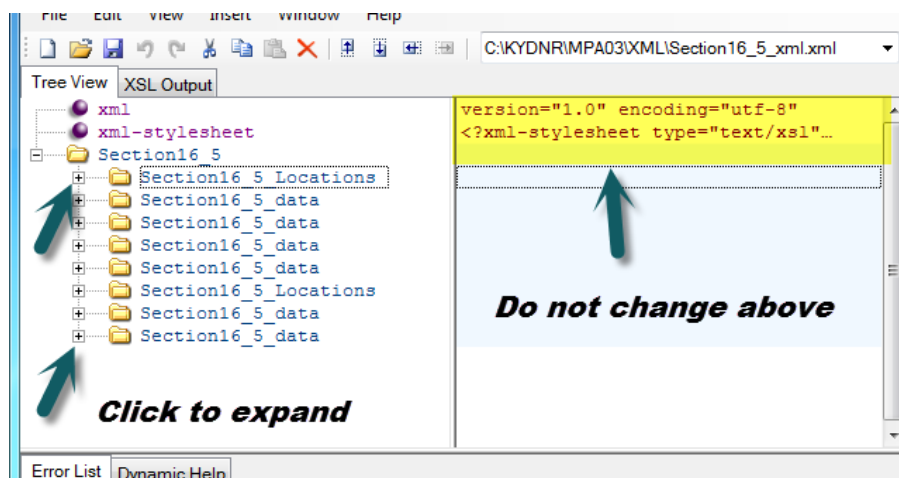
This is a sample Ground water section
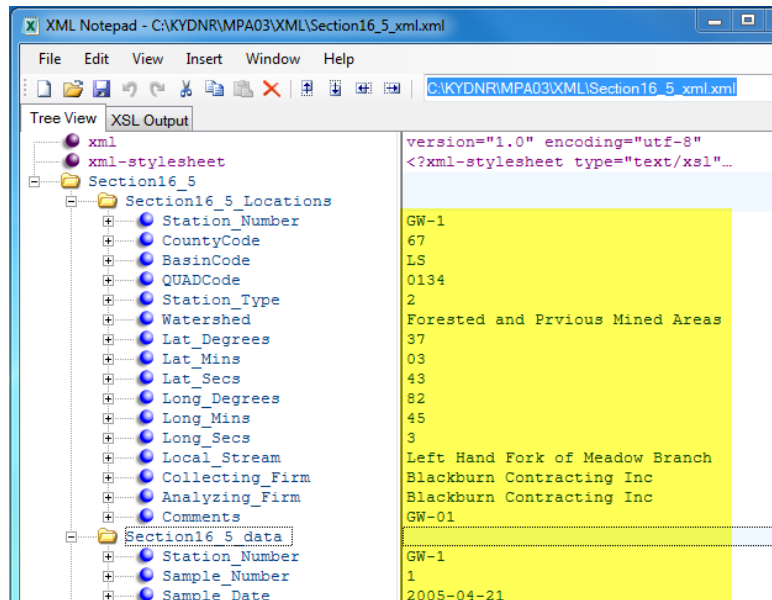
In the blank copy there are three locations and 3 samples associated with each.
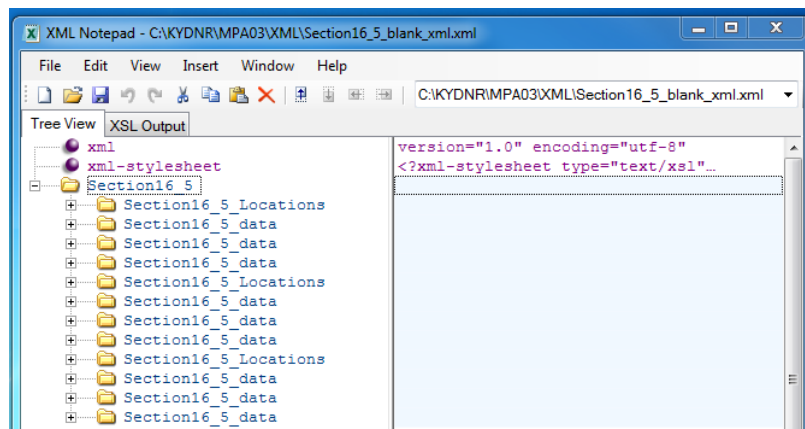
To delete a sample, right click the last sample in the desired location and click Delete

Revision Data: 11/2015
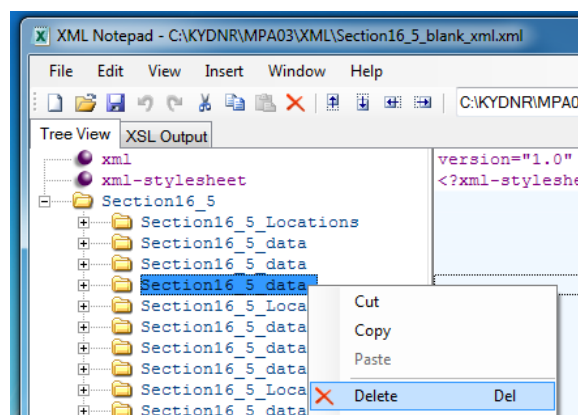
To add additional locations or data points rick click on the one you want to copy and choose Duplicate. If you created another location drag it down to the end and then duplicate the sample data folders.
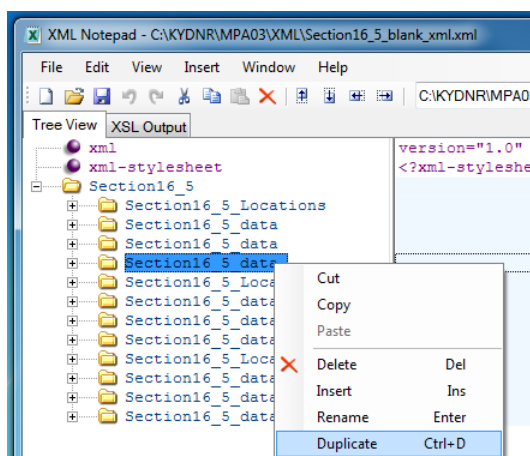
Double-click the data ('00') in the right column and change to the appropriate data
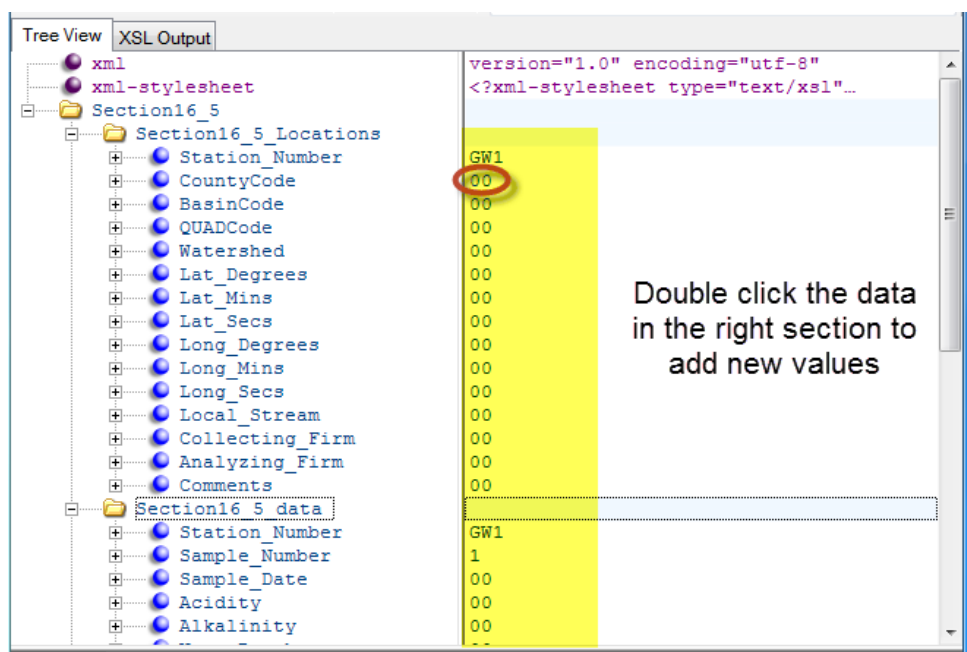
To get the data for the County Code, Basin Code, and Quad code download the **Water_Location_Codes** Excel Spreadsheet located on ePermitting website, http://minepermits.ky.gov/Pages/ePermitting.aspx.

Once you have finished with your XML page you will need to save it to the XML folder located in the installation folder (or network folder).

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Importing / Exporting Data to/from Microsoft Excel to the ePermit Tables

There are two types of tables in the MPA03 – single or multiple tables.

The majority of tables used in the MPA03 are single tables and all of these can be imported/exported into and from Excel. These tables include: Section 4.4, 7.3, 8.7, 8.9, 9.6, 10.1, 15.1, 15.5, 15.6, 16.8, 17.8, 21.7, 26.1, 27.1, 29.1, 29.5 and 30.3.

Before importing data in the MPA03 it is highly recommended that you first look at the format the data must be in prior to importing data into a given table. The best way to do this is to first export a table from the ePermit to Microsoft Excel.

Exporting Single tables to Excel

To Export a t able, click the Excel button. A dialog message will display asking if you want to Export (Yes) or Import (No). Click Yes.
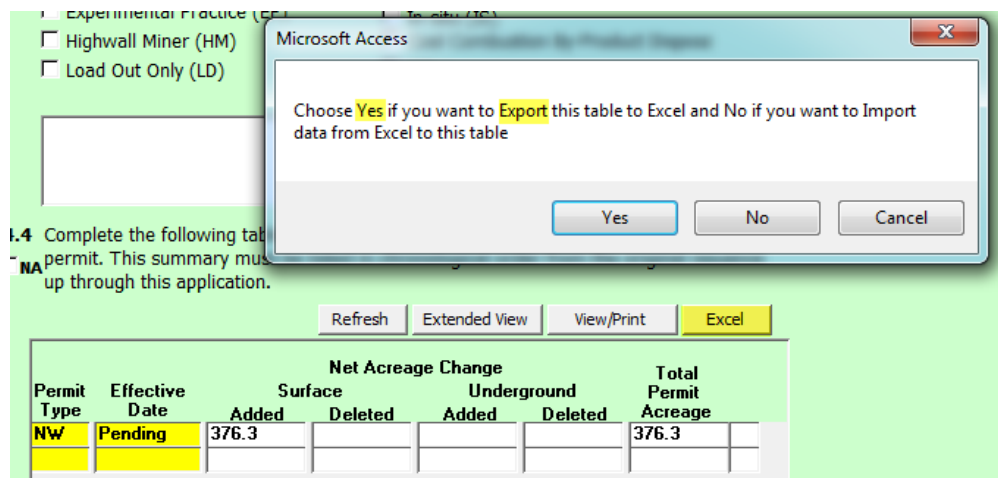
Next, you will be prompted on the location and name you wish to save the Excel Spreadsheet.

Revision Data: 11/2015
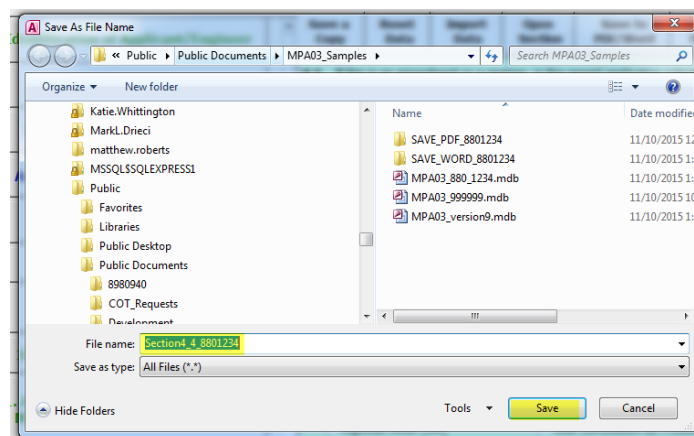
Once you choose a name/location and click "Save" the data will be trasnferred to Microsoft Excel. A dialog box will display showing you that the save was successful and where the file was saved.
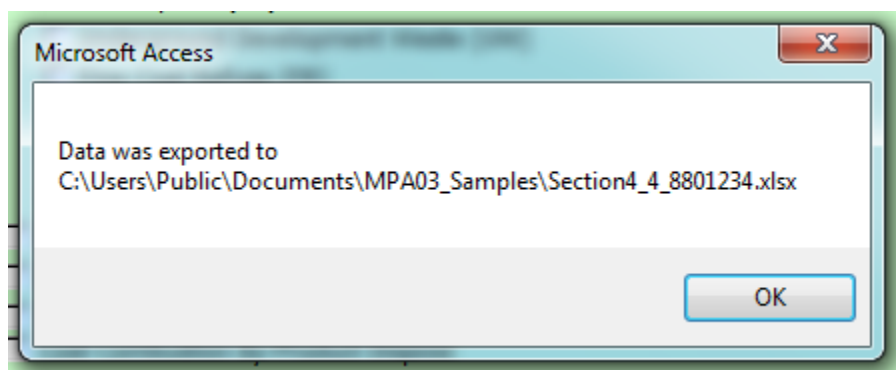
Open the Excel document to view the format – notice the headings which correspond to the fields in the tables. They must stay the same for each table in order for the data to import correctly

PermitType	EffectiveDate	SurfaceAdded	SurfaceDeleted	UndergroundAdded	UndergroundDeleted	TotalPermitted	ID	OrderID
NW	Pending	388.3				388.3	5	
NW	Pending	200.2		100		300.2	6	

Exporting Single tables to ePermit from Excel

A dialog message will display asking if you want to Export (Yes) or Import (No). Click No

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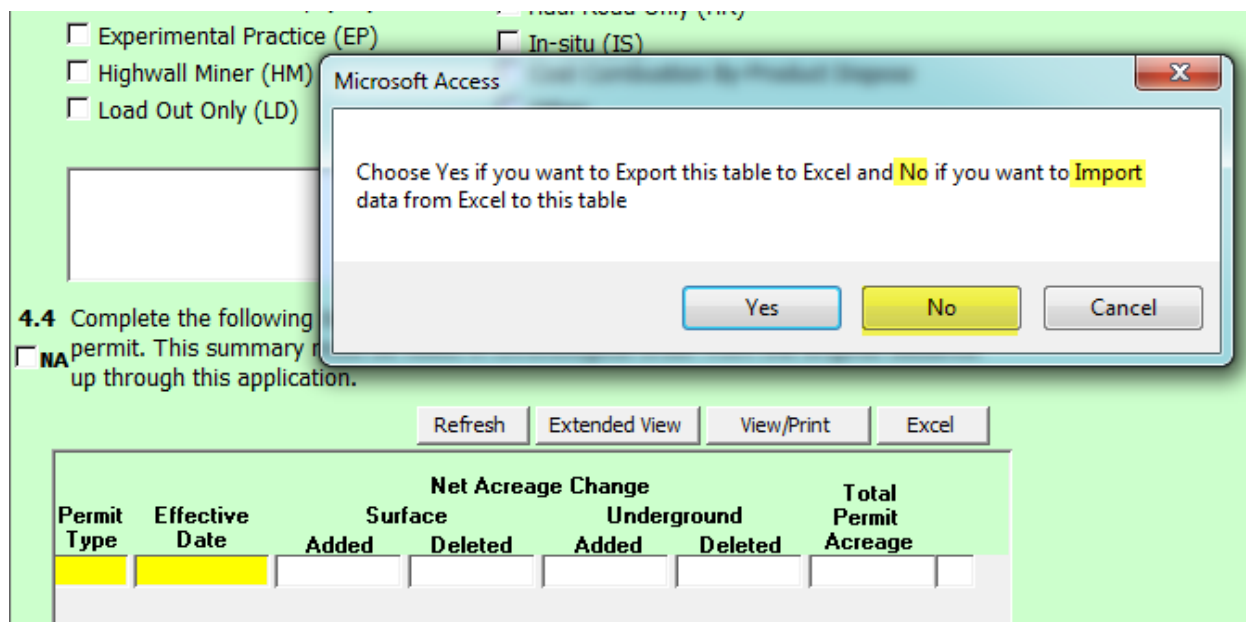
Navigate to the location you saved the Excel document and either d ouble-click on it or highlight it and click OK.

When importing has completed a message will display. Click OK and click on the Refresh button

Exporting multiple tables to ePermit from Excel (Water Data)

Sections 16.5 and 17.5 make up two tables – a Locations table and then a Sample (Parameter) table that corresponds to the locations table.

A dialog box will appear with two choices – Export GW Data or to Import GW Data

Just as you did with the single tables choose a location and name of the Excel file and save

When you open the Excel spreadsheet you will notice there are 2 tabs – each containing field names and data corresponding to the particular table in the ePermit.

Following the same steps to import the GW/SW Excel documents into the ePermit as you did with the single tables.

Compact the Database

When the application is closed, the user will be asked if they want to compact the database. It's a good idea to compact the application once in a while. It's an excellent idea to compact the database before submitting your application to the FTP site. This process could take several minutes to complete. The status of the compact will be displayed at the bottom of the Access window, as shown by the red arrow below.

Naming Specifications

Folder Naming Specifications

The Department requires that everyone place their file(s) into a folder and then upload that folder to the FTP site. This ensures we have everything grouped together for a submitted since there are many people uploading information to the FTP site.

Below are the naming conventions for the folder names:

Mine Permits

PermitNumber_Type_SeqNo

- PermitNumber is the number of the application/permit number being submitted.
- Type is the type of submittal.
  - NW   New
  - MI   Minor Revision
  - MA   Major Revision
  - MT   Mid-Term
  - AM   Amendment
- SeqNo is the submittal number

Example: 8980000_MI_01 for a minor submittal

MPA– Electronic File name designations; Facility/Monitoring Point Designations

Electronic File Names for Attachments

- File attachments will be required to be ELECTRONICALLY NAMED using the following format;
  - Attachment_00_00_A
  - where "00_00" is the MPA item and sub-item reference.

- As an example, the attachment to Item 12.3 would need to have the following electronic file name structure;
  - ATT_12_03_A

- If the filer desires to add additional information to the file name, this may be done at the end of the mandated file structure. This additional information is option and at the discretion of the filer. If it is properly appended to the end of the file name it will not interfere with search or collation functions. An example of an appended file name is given below;
  - ATT_18_02_A_Protective Measures

- o Note that the numeric entries must be two digits. References to application items or sub-items of single digits must have a zero placed in front of the item reference (as shown above).
- o This file name format will be required for the all attachments.

Facilities and Monitoring Point Naming Format

- In order to more effectively process permit related data, on the effective data of this guidance memorandum any proposed water monitoring point or permit facility will need to conform to the formats described herein. In naming facilities or monitoring sites for use in an application/operation, the format that must be used is limited to two alpha characters followed immediately (no space or separator) by a whole number designator. Examples might include (but are not limited to) the following:

  - o Surface Water Monitoring Point and SW Baseline …….   SW00
  - o Ground Water Monitoring Point and GW Baseline…….   GW00
  - o Pond Monitoring (KPDES) Point ……   SS00

- where "00" is a numeric, whole number designation. Note that the monitoring point designation and facility names are limited to alphanumeric characters, with no spaces, punctuation, special characters etc.

- The Facility and Monitoring Point Designations must be consistently and precisely used throughout:

  - o the application including all relevant maps and drawings,
  - o the Surface Mining Information System (SMIS),
  - o all water quality reporting including DMR's,
  - o On facility certifications.

FTP INFORMATION

INTRODUCTION

The Department for Natural Resources has established a FTP site for receiving electronic submissions. This section will describe how to establish that interface, plus various standards and protocols.

Software Installation & Configuration

The free version of FTP Commander we previously recommended does not work with the new FTP site due to the requirement of setting a default directory. The Commonwealth Office of Technology recommended FileZilla.
Download and install FileZilla from http://filezilla-project.org/download.php

IMPORT CONFIGURATION FILE

To reduce keying errors we have provided xml files for each office that will configure the FTP settings needed to upload files. Right click on the configuration file that matches your location and save it to your desktop.

Configuration files are available for:

|			
LONDON	MADISONVILLE	MIDDLESBORO	MRE FRANKFORT
PERMITS	PIKEVILLE	PRESTONSBURG	

To download the configuration file that matches your location click on the following website

## http://minepermits.ky.gov/Pages/epermitting_Support.aspx

Once you have downloaded and installed FileZilla, open the program. Click File > Import
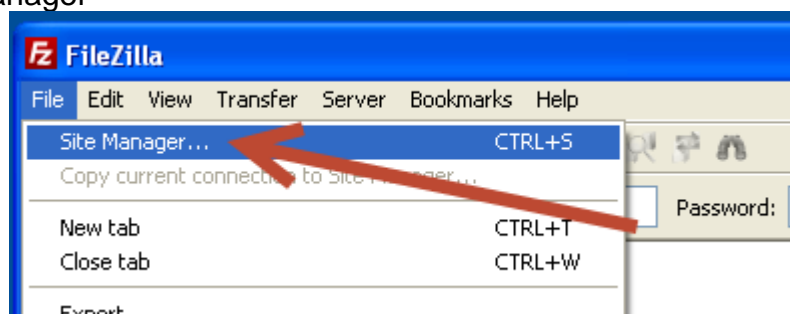

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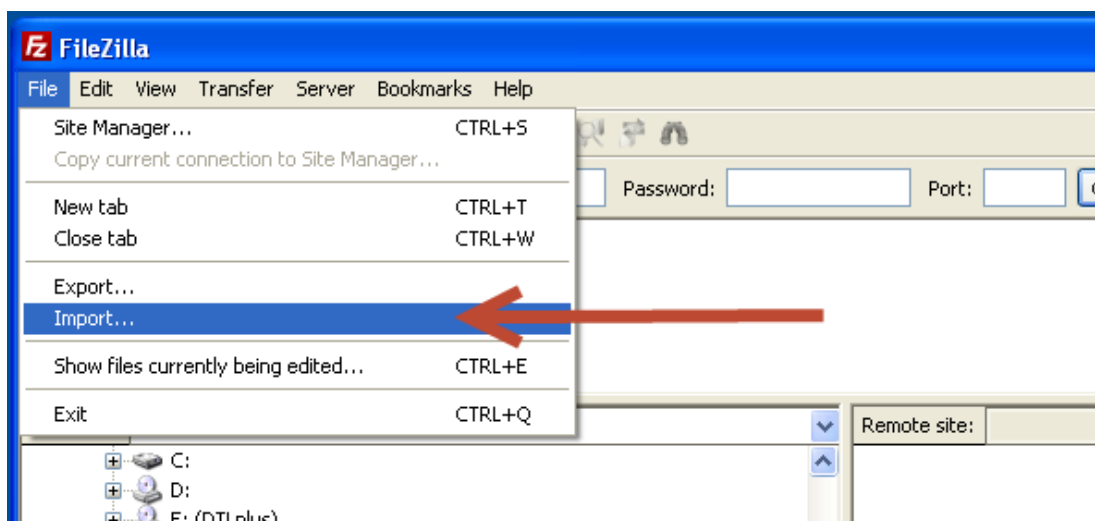
Navigate to the location where you saved the FTP xml file. Click to highlight the xml file you downloaded and click "Open."
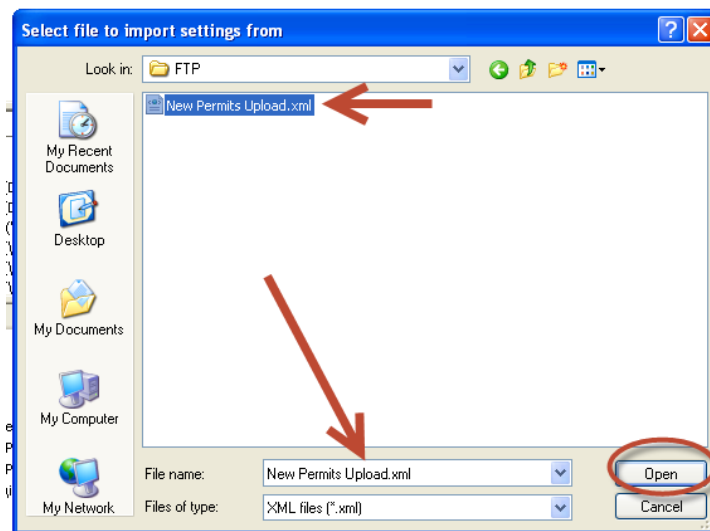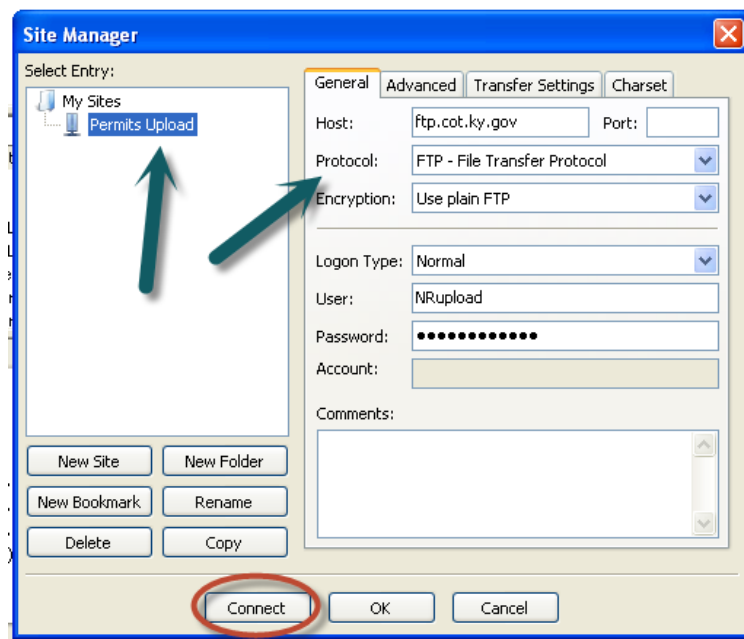

Click "OK" to verify the import settings. A window will display when the settings have been imported
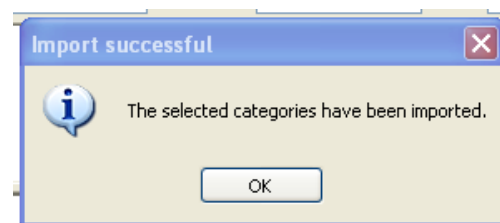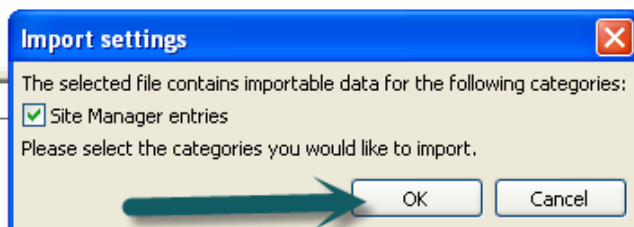
Click on File > Site Manager

Revision Data: 11/2015
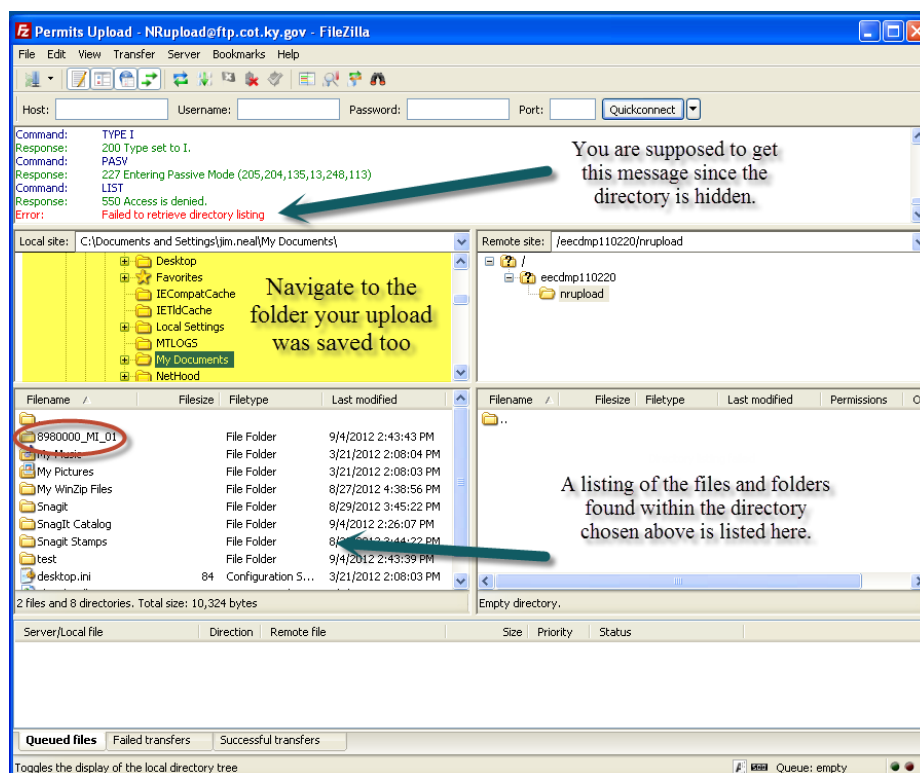
The file you imported will display under "My Sites." Click on the Upload link and the different FTP settings will display on the right. Click the "Connect" button at the bottom of the window

Navigate and click on the directory where you saved the data you intent to upload. The contents of that directory will be listed under the directory listing.

You can drag and drop the files from the listing on the right to the window on the right. Alternatively, you can also right click the folder and choose upload.
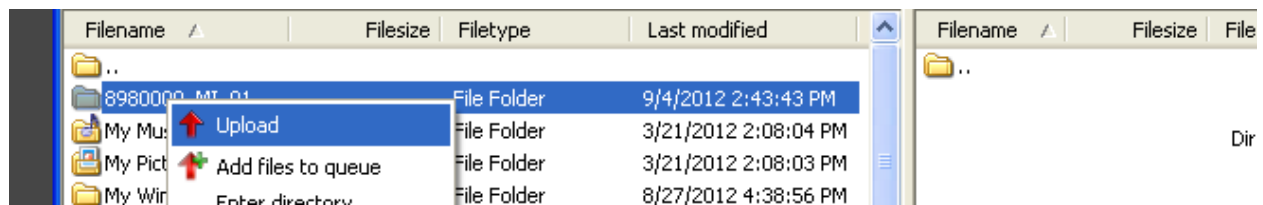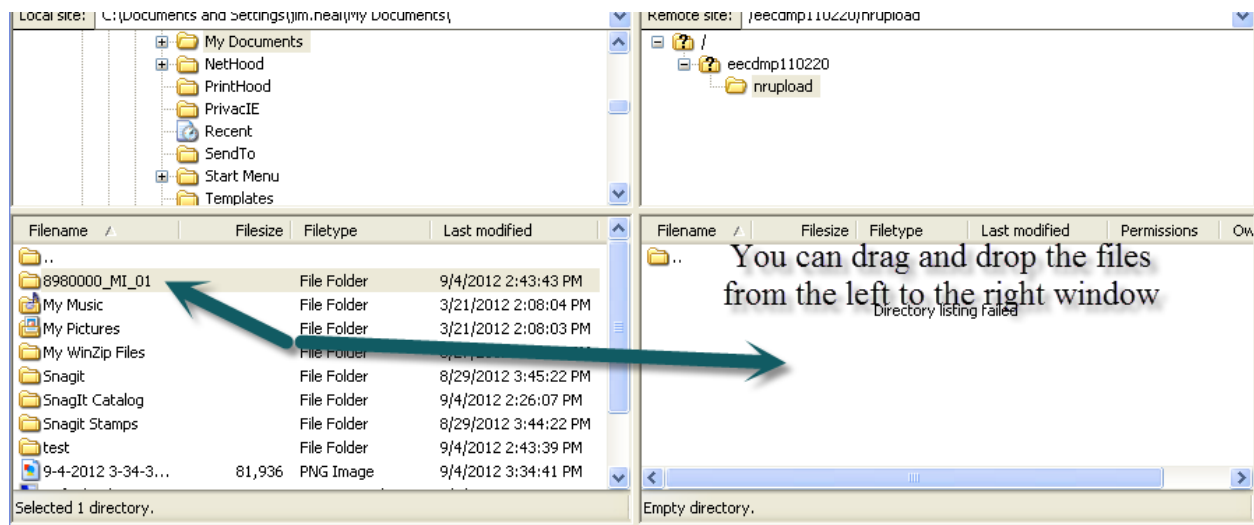
You will receive a confirmation email within an hour that we have received your upload.

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DO's and Don'ts

DO's
- Use Adobe Acrobat to electronically sign PDFs that require an engineer seal. Please refer to the Division's memorandum dated 08/10/2011 for all the particulars on submittal policy concerning electronic signature and engineer seals. It's acceptable to create a self-signed certificate and attach a digital representation of the engineer's signature to that certificate.
- Use the naming conventions as described in this guide

DONT's
- Inserting of attachments inside of attachments will no longer be allowed
- Put extraneous information into fields. If whatever is in the field, will be loaded into SMIS.
- NA in PO Box
- Anything other than email address in email field.
- All applicable data must be entered into items 3.1, 3.2, 3.3, 4.1, 4.3, 4.4, 5.1, 5.3, 6.3, 7.2, 8.2, 9.11, 11.2, 11.3, 14.1, 14.2, 15.1, 15.5, 16.1, 16.5, 16.8, 17.1, 17.5, 17.8, 17.9, 21.6, 21.10, 26.1, 27.1, 29.1 Attachments will only be allowed to add further narrative.

Common Functionality/Features

Keystrokes

Ctrl C	Copy highlighted area and place into memory
Ctrl V	Paste what has been placed into memory at where the cursor is located
Ctrl X	Cut highlighted area and place into memory.
Ctrl Enter	Start a new line in an input field.
Shift – F9	Require. Useful in 8.5, 8.6, 22.2

Revision Data: 11/2015